



CITY OF
WEST LAFAYETTE

MEMORANDUM

TO: Board of Public Works and Safety

FROM: Diane Foster
Human Resources Director

DATE: June 8, 2009

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM SERVICES

I would like to request Board of Works approval for the attached Agreement for Employee Assistance Program Services between Family Services, Inc. and the City of West Lafayette. This Agreement renews our relationship with Family Services as our EAP provider since January 2005.

Please contact me if you have any questions.

/dmf

Attachment

AGREEMENT
For

Employee Assistance Program Services

Between
Family Services, Inc.
And

City of West Lafayette
(Company Name)

Whereas the City of W. Lafayette desires to offer Employee Assistance Program Services (Personal and Financial Counseling, and Addictions Assessments) to its employees, and

Whereas Family Services, Inc. has the interest in, and capacity to provide Employees with Personal and Financial Counseling Services and Addictions Assessments to businesses in the Greater Lafayette community,

The City of West Lafayette ~~Company~~ and Family Services, Inc. agree to abide by the following Agreement:

A. Contractor Obligations

- 1) Family Services, Inc. will accept employees (and dependents as authorized) by the City of W. Lafayette ~~Company~~ for assessment of behavioral, personal, family, financial, alcohol or drug concerns; treatment planning; referrals and follow-up (as necessary) and case management. At the request of management, we will also provide services when there is an instance of actual or threatened violence or other trauma at the worksite (e.g., natural disasters, accidents, sabotage, etc.).
- 2) Referrals may be confidentially initiated by the employee or required by management as a result of behavior concerns or reasonable suspicion of alcohol or other substance abuse. Employees referred by management will be asked to sign a consent form to release information to the referral source. If the client agrees, the employee's counselor will make recommendations to the supervisor and provide follow-along information. If the client refuses, management will be so informed and no information will be released.
- 3) An appointment will be offered to the employee or dependent within two working days, except in the case of emergency, which will be scheduled the same working day as the referral. The agency is open on Mondays, Wednesdays, and Fridays from 8:00 AM to 5:00 PM and on Tuesdays and Thursdays from 8:00 AM to 8:00 PM to facilitate effective appointment scheduling.

- 4) A maximum of 6 sessions will be utilized in identifying the nature of the problem, assessing the possible alternative solutions, and developing a course of action to resolve the problem.
- 5) After up to 6 sessions to develop agreement on a course of action, other professional services best equipped to provide assistance will be utilized (including the possibility of ongoing services at Family Services, Inc, if the client so chooses; however, the client will always be provided with three potential providers if further services are recommended. These referrals will be documented in the employee's file).
- 6) If the employee needs and/or desires more than the 6 paid for by the company, the cost of ongoing services may be covered by the company's health insurance program, in most cases, except for financial counseling and or Addictions Assessments. If this is not an option, the employee will be offered referrals for non-covered services from providers who are within the employee's financial reach as often as possible. The counselor at Family Services, Inc. will continue to work collaboratively with these services and with the employee or dependent to assure that they receive the best possible assistance and treatment.
- 7) If a psychiatric or medical consultation is indicated, Family Services staff will facilitate setting up an appointment for the employee or dependent. The employee's health insurance may be responsible for paying for this evaluation directly to the physician.
- 8) Family Services, Inc. will provide training for management, supervisors and employees at the request of the Human Resources office. Family Services will develop all training materials and brochures unique to the company. The company will print or pay for printing (\$20/100 brochures) as well as distribution costs.
- 9) Invoices will be submitted to the City of W. Lafayette ~~Company~~ ~~XXXXXX~~ monthly for services provided by Family Services, Inc. staff during the previous month. No client names will be used. Only the client identification numbers assigned by Family Services to each employee or dependent of the company using the Personal, Financial or Addictions Assessment services will be included on the monthly invoice. The dates of each session and the amount of staff time will be indicated on the invoice.
- 10) Eligibility will be determined by utilizing the company's updated roster of Employees and/or dependents provided by the Company's HR office. Employee terminations, transfers, turnover should be immediately brought to Family Service's attention in order to avoid the charges that will incur to the Company if non-eligible employees use services before Family Services receives notification of their ineligibility.
- 11) EAP invoices and reimbursements are included in the annual Family Services, Inc. financial audit. Any errors or omissions noted at that time will be promptly reported, updated and/or corrected with the company.

- 12) Family Services, Inc. will ensure the confidentiality of employee communications and to comply with applicable state and federal confidentiality laws, including Public Laws 91-616 and 92-255; the Drug Abuse Office and Treatment Act of 1972, 21 U.S.C. 1175; the Comprehensive Alcohol Abuse and Alcoholism Treatment and Rehabilitation Act of 1970, 42 U.S.C. 4582, the Privacy Act of 1974, Pub. L. 93-579, 5 U.S.C. 522a and all applicable regulations.

B. The City of West Lafayette ~~Company~~ **Company Obligations**

1) The City of W. Lafayette ~~Company~~ will pay Family Services, Inc. \$30.00 per hour for financial counseling and \$80.00 per hour for staff time spent in personal counseling services. Addictions Assessments will be charged at the rate of \$100.00 each, payable in advance of scheduling assessment appointments. Consultations, Management/Supervisory/Employee Training will be charged at the rate of \$100.00 per staff hour. Family Services, Inc. will develop all training materials and brochures and the Company will either print or pay for the printing and distribution costs of such materials.

2) Family Services, Inc. and the City of West Lafayette ~~Company~~ Human Resource staff agree to meet at least annually to evaluate the effectiveness of the program and to assure the mutual satisfaction of both companies. It is understood that the Family Services, Inc. Management Team is available for communication and may be consulted at any time there are questions, special requests and so on.

C. Agreement Approval

The undersigned, being authorized to enter into contractual obligations for the contracting parties, do hereby affirm the terms of the above Agreement on this 8th day of June, 2009.

This Agreement shall remain in effect for a period of one year from the date of its execution and shall automatically renew itself on each successive anniversary date, except that either party may modify or terminate the Agreement at any time by giving the other party thirty (30) days advance written notice of its intent to modify or terminate the Agreement.

For Family Services, Inc.:

_____ **Date:** _____

Tari L. Alper, Ph.D., Management Team and Director of Client Services

For _____ Company:

Signature Sheet Attached _____ **Date:** _____

Signature and Title

APPROVED:

DATE: _____

CITY OF WEST LAFAYETTE
BOARD OF PUBLIC WORKS AND SAFETY

John R. Dennis, Mayor

Sana G. Booker, Member

Bradley W. Marley, Member

Attest:

Clerk-Treasurer Judith C. Rhodes