

NORTHCARE NETWORK

POLICY TITLE: Employee Assistance Services	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 4/22/15	
REVIEW DATE: 1/20/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist	CEO APPROVAL DATE: 2/4/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

NorthCare Network provides an employee assistance referral service to all employees.

PURPOSE

To promote the health and wellbeing of NorthCare Network employees.

DEFINITIONS

N/A

REFERENCES

N/A

HISTORY

NEW POLICY – 1/1/15

REVISION DATE: 9/18/18, 3/31/21, 4/23/24, 1/20/25

REVIEW DATE: 4/7/15, 2/19/16, 11/18/16, 9/27/17, 9/18/18, 6/27/19, 4/2/20, 3/31/21, 1/27/22, 10/28/22, 8/17/23, 4/23/24, 1/20/25

CEO APPROVAL DATE: 4/7/15, 3/7/16, 1/4/17, 10/3/17, 10/2/18, 7/2/19, 5/5/20, 4/6/21, 2/1/22, 12/6/22, 9/5/23, 6/11/24, 2/4/25

BOARD APPROVAL DATE: 4/22/15

PROCEDURES

NorthCare Network recognizes that a wide range of personal issues can ultimately have a negative impact on an employee's job performance. Examples of personal issues include physical illness, financial, marital, family distress, substance use and/or abuse disorders, mental illness, legal problems, gambling, etc. NorthCare Network also acknowledges that many problems can be successfully treated if there is early intervention.

This procedure assures confidential access to referrals for assistance to help resolve such problems. At times, a recommendation to seek a referral may be initiated by management staff.

The use of Paid Time Off (PTO) may be granted when appropriate.

NorthCare Network encourages any employee with an assistance need to contact appropriate resources. Due to professional and ethical boundaries, an employee should not be seeking “informal” services during work time.

An employee may contact the EAP listed below, or if they need assistance, they may contact the Human Resources Specialist.

Organization Name: Northwestern Mutual – EAP-3 Visits
888-893-6585
24 hours a day, seven days a week
www.healthadvocate.com/NM3

Employees, upon receipt of information on outside providers, can then make their own contact for appropriate services.