

## **Oswego Town Volunteer Fire Department** **Employee Assistance Program**

Purpose: To provide monetary assistance to active/corporate members that are in need of counseling/treatment for alcohol, drug, or other related problems. The goal of the program is to retain the well trained, much needed membership we currently have in the department. *If a truck were broken we would spend the money to fix it, if a member is "broken" then we need to assist them with some money to help them get back on track.*

### Guidelines:

1. The Oswego Town Volunteer Fire Department will offer up to \$1,000 to go towards EAP benefits for any active/corporate member of the department. Time frame to be determined.

2. The Oswego Town Fire District will also offer up to \$1,000 dollars to go towards EAP benefits for active members.

3. An EAP committee composed of a Chief, one executive board member, and a commissioner shall be established to determine the amount of need for anyone requesting assistance. This amount given will vary based on length of service, dedication/involvement with the department, etc.

4. The member shall seek an evaluation by a professional counseling service/office. The cost of the evaluation shall be paid for out of the monies allotted. Proof of completed evaluation will need to be presented to EAP committee.

5. The member shall agree to follow the guidelines/recommendations/requirements outlined by the evaluator. If for any reason the member fails to complete any part of the treatment, the EAP committee has the right to discontinue funding of future services. Removal from counseling program, voluntarily or involuntarily, may subject member to removal from the department.

6. A signed agreement between the member and the EAP committee shall detail the above requirements.

7. All discussions related to any EAP issue shall be kept completely confidential and only be discussed by the EAP committee members and the member involved.

8. For purposes of confidentiality the committee has the power to approve funding for members at their discretion, with the limits set forth in this policy. The EAP program shall come up for a yearly review by both the Fire District and the Fire Department to determine whether continued involvement is beneficial. If either or both parties decide to stop funding this program it shall not effect anyone that is currently participating in the program. That person shall be allowed to complete the counseling/treatment they have started.

9. Any member taking advantage of the EAP program shall be expected to stay actively involved with the fire department for a period of 2 years after benefits have been paid for. If member leaves the department before the 2 year period, member may be responsible for reimbursement of all monies.

10. The EAP committee shall keep all records related to benefits. All bills are to be paid equally by both parties. (50% district, 50% department).

11. Periodic updates on counseling/treatment are to be provided to the EAP committee at intervals to be determined by the committee.