

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 04</b>	<b>Benefits</b>		
<b>Section 01</b>	<b>Employee Assistance Program- EAP</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>November 10, 2025</b>
<b>Approved By:</b>	<b>Nate Mara, City Manager</b>	<b>Effective Date:</b>	<b>January 1, 2026</b>

**04.01 Employee Assistance Program (EAP)**

The City’s Employee Assistance Program (EAP) is available to aid employees who may be experiencing personal or family problems with alcohol or drug use, financial burdens, marital, or other family problems. All employees who feel they may have an alcohol or drug use problem are encouraged to utilize the program’s resources before the problem adversely affects their performance or employment status. Participation in this program is typically voluntary and confidential.

A supervisor may make a mandatory referral when some aspect of an employee’s personal life negatively affects his or her performance on the job. Upon a mandatory referral, the employee may be required to sign a release authorizing a counselor or other medical or treatment professional to provide an update to the supervisor or Human Resources regarding the employee’s progress.