

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 1 - ADMINISTRATIVE
GENERAL ORDER

May 22, 2019
INDEX NO. 1.31

EMPLOYEE ASSISTANCE PROGRAM

I. PURPOSE:

An Employee Assistance Program is essential to enhance morale and can provide professional support for a variety of personal issues that employees encounter. The program is designed to assist in the identification and resolution of concerns or problems, personal or job related, which may adversely affect the employee's well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters.

II. PROCEDURE:

Public Safety Department employees will be made aware of the Employee Assistance Program that is available to them and administered by the City of Bay City Human Resources Department. Information regarding the Employee Assistance Program is available on the City of Bay City website. This counseling service is available at no cost to city employees and their family. The counseling is provided by a third party and patient confidentiality will follow all state and federal guidelines.

By order of:


Michael J. Cecchini
Public Safety Director