

MONTGOMERY COUNTY PUBLIC SCHOOLS EMPLOYEE ASSISTANCE PROGRAM

STATEMENT OF UNDERSTANDING

Program

The Employee Assistance Program (EAP) of Montgomery County Public Schools is a confidential, voluntary service made available to all employees and retirees and their family members.

Fees

Meetings with the EAP specialist are offered at no direct cost to the employee, retiree or family member (client). Should the EAP specialist refer the client to a resource in the community, it is the responsibility of the client to pay for those services. Health insurance coverage may defray some or all of those costs.

Confidentiality

Information concerning a client's use of the EAP will not be disclosed to anyone outside of the EAP without the written consent of the individual, except as required by law or as described below, and will not be made a part of the employee's personnel record:

- *Dangerous situations.* If EAP staff believe that the client presents a danger to him/herself or another individual, the EAP staff may disclose information to prevent harm. EAP staff is required by law to report suspicion of child abuse or neglect as well as the neglect, abuse or exploitation of vulnerable adults.
- *DOT covered employees.* If an employee with a CDL, covered by the Department of Transportation drug and alcohol testing regulations, reveals information about his/her alcohol or other drug use that causes EAP staff to be concerned for the safety of others, the EAP will take steps to ensure that the employee is relieved of safety sensitive responsibilities while provided with the opportunity to participate in treatment. The EAP will make arrangements to have the employee temporarily assigned to a non-safety-sensitive position, at the same rate of pay, while participating in treatment. *(These arrangements **do not** pertain to those individuals who access EAP services after submitting a sample which tests positive for alcohol or other drugs).* The confidentiality of the employee will be protected to the best of EAP staff ability.
- *Social Media and Mobile Device Location Services.* Due to the importance of confidentiality and the rules and regulations governing EAP Providers, EAP employees are not allowed to accept requests from current or former clients on any social networking sites (Facebook, LinkedIn, etc.). Please be aware that when location services are enabled on your mobile devices other people may have access to your location possibly compromising your privacy and confidentiality. If you choose, location services on your mobile devices can be turned off by you.

Voluntary Participation

Participation in the EAP is voluntary. Employment or advancement in MCPS is not affected by an employee's decision to use (or not to use) the services of the EAP (unless the employee has entered into an agreement with the Office of Human Resources and Development specifying EAP participation as a special condition of employment). MCPS evaluates an employee on the basis of job performance criteria only, and not on the use of the EAP.

I have read this **Statement of Understanding** and understand its contents.

(Printed Name)

(Signature of client)

(Date)