

Employee Counseling and Assistance Program

Section I. General

- A. The Agency and the Union recognize the importance of maintaining an Employee Counseling and Assistance Program (ECAP) for employees with personal or work-related concerns. The ECAP (also known as Employee Assistance Program (EAP)) should be designed at assisting and supporting employees who are experiencing health or personal concerns. Counseling through ECAP may help address issues including alcohol or drug abuse, bereavement, crisis intervention, stress, health, family and marital crises, work-life balance, financial issues, and other situations.
- B. The fact that an employee is receiving assistance through the ECAP or from a private provider will not have a negative impact on employee performance evaluations. Participation in the ECAP shall be voluntary.

Section II. Relationship to Performance and Conduct

It is understood that the employee has the responsibility to maintain acceptable performance and conduct. When an employee who requests assistance through the ECAP and discloses, they are receiving such assistance or discloses they are receiving assistance from a private provider, the Agency will consider this fact in determining any appropriate disciplinary and/or adverse actions based on the employee's performance or conduct. To the extent the employee wants the Agency to consider ECAP or other assistance during a disciplinary or performance matter, they should follow the procedures outlined in the Articles on Discipline and Performance.

Section III. Counselors

The ECAP may include services provided by a provider contracted by the Agency, at no charge to the employee, or referral to an outside professional treatment and assistance source in the local community.

Section IV. Notification

The Agency shall maintain contact information regarding the ECAP program on its intranet. In addition, the Agency will notify employees of the ECAP on an annual basis. Should the Agency fail, to notify employees on a given year, the Union will raise this matter via e-mail with the designated labor relations management official, who will have one month to correct, prior to filing any grievance.

Not including de minimis changes, if the Agency must discontinue or modify services provided under the ECAP due to staffing or funding limitations, it will notify the Union at least 30 days prior to discontinuation or modification.

Section V. Confidentiality

Unless otherwise required by law or regulation, participation in the ECAP and the content of the employee's discussions with ECAP providers shall be treated by the Parties as private and confidential.

Section VII. Leave

- A. Employees may request appropriate leave under the leave article, Agency policy, governmentwide guidance, regulation, or law.
- B. Employees may request and the Agency may grant periods of administrative leave to an employee for participation in the Agency's Employee Assistance Program (EAP) for problem identification and referral to an outside resource and for general employee orientation or education activities.
- C. The Agency may require verification of attendance at ECAP sessions when Administrative Leave is being granted for that time.
- D. No ECAP participation disclosure to the supervisor is required if the employee elects and is approved to use sick, annual leave, or credit hours for all ECAP visits.

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