



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

GENERAL

SUB-TOPIC

EMPLOYEE COUNSELING AND ASSISTANCE

The personal adjustment of each employee to the work environment is improved when he/she is able to obtain counseling and guidance which will assist in arriving at reasonable and intelligent solutions to problems encountered both on the job and in personal life. The Human Resources Office staff is willing and prepared to provide employees with advice, guidance, and counseling relating to such matters. When it is felt necessary, referrals to appropriate professional sources within the community will be suggested to further assist employees.

Situations involving counseling may include, but are not limited to, promotion and transfer, medical disability leave, sick leave, discipline, termination, job dissatisfaction, or any personal problem affecting the employee's work situation or performance.

Employees requesting counseling or assistance may contact the Human Resources Office at any time. All requests will receive immediate consideration and will be held in strict confidence.

(Please see "Employee Assistance Program" in the Employee Insurance and Benefits Section of this Manual.)