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**The Roman Catholic Church of the Diocese of Phoenix  
Human Resources Policies and Procedures**

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Policy 2-7.1.18 Employee Assistance Program

There are times when employees experience personal difficulties. These situations can be emotionally, physically, and mentally disruptive to an employee's life. In recognition of these circumstances, and as a means of minimizing any potential adverse effect on the employee's job performance, the Diocese of Phoenix has established an Employee Assistance Program whereby employees covered by the Diocese of Phoenix group health/medical insurance can acquire a limited amount of confidential assistance in dealing with such matters as depression and anxiety, family or marital problems, attention deficit disorder, addictions, lifestyle assistance services, chronic medical problems, divorce, and death of a loved one.

Procedures:

The Employee Assistance Program (EAP) is administered through the Diocese of Phoenix group health/medical insurance carrier, and provides confidential assessment and referral for appropriate assistance to covered employees and family members who are having personal difficulties. Employees wishing to use the services of the EAP should contact the EAP provider directly to schedule an appointment at 1-800-224-2125. The employee may also contact the Human Resources Office for assistance in calling the EAP provider. All calls are confidential.

The Diocese of Phoenix encourages employees experiencing personal difficulties to seek help before job performance is adversely affected. If an employee is experiencing problems of a personal nature that are noticeable, the employee's supervisor may encourage the employee to seek appropriate assistance.

Approved by Bishop Thomas J. Olmsted on October 27, 2006