

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation		P&P-L-109
Benefits		
Effective Date: 03-30-17 Supersedes: 06-02-15	Approval: Sheriff	Number of Pages: 1
References:	Reevaluation Date: Annually	Standards: ACA 4-ALDF-7B-17, 7C-01, CALEA 22.2.2, 22.2.3, 22.2.6, 33.8.4 COM 3.2.3, 3.2.4

I. TUITION REIMBURSEMENT

After one year of regular employment, County employees are eligible to apply for tuition assistance for job-related course work. There is an annual maximum of \$2,000.00 per regular full-time employee, and \$1,000 for regular part-time (at least .5) employees. Eligibility for this benefit ceases upon the effective date of separation from the County. If the separation occurs after tuition reimbursement approval, but prior to course completion, the approval shall be rescinded. Tuition reimbursement requests must be approved prior to taking a class. For more information, contact the Human Resources Department. (This program is subject to funding availability and may be suspended due to budgetary issues.) <7B-17><COM 3.2.3e><33.8.4>.

II. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Aetna's Resources For Living Employee Assistance plan is a comprehensive service that offers access to a wide range of health and well-being information 24 hours a day, seven days a week. Using one toll-free phone number, you may speak with dedicated staff that can help with almost any problem ranging from medical and family matters to personal, legal, financial and emotional needs. <7C-01><COM 3.2.4> Aetna's EAP offers unlimited access to a dedicated staff and up to six face to face, phone or televideo counseling sessions with a qualified mental health professional. You may also receive referrals to support groups and other community resources.

You and your household members are encouraged to call 1-888-238-6232 or visit www.resourcesforliving.com, username: Douglas County and password: eap. A counselor will assist you in selecting a convenient time for a confidential face-to-face meeting in regards to clinical services. <COM 3.2.4>

EAP brochures with contact information and an outline of the program are available from the County's Human Resources Office or found on the County's intranet at: <https://douglascounty.sharepoint.com/hr/Documents/2017%20Aetna%20EAP%20Benefit%20Summary.pdf>

Managers may remind employees of the EAP or encourage its use when the manager observes negative on-the-job performance that could possibly be resolved through the use of this program. However, participation in the EAP is strictly voluntary.<22.2.6e>

All department managers and supervisors are expected to be familiar with the services provided by EAP. Managers and supervisors are required to participate in agency sponsored EAP training through the PoliceOne module. <22.2.6f>

By Order of the Sheriff