

EXECUTIVE ORDER 86-2

I, HAROLD WASHINGTON, Mayor of the City of Chicago in the State of Illinois, hereby declare and order:

1. The policy of the Executive Office of the Mayor in regard to the Employee Assistance Program for non-sworn employees of the City and their eligible dependents is hereby declared to be as follows:

The City of Chicago recognizes the need to improve its Employee Assistance Program (EAP) as a constructive mechanism effectively to assist employees whose personal problems affect their job performance. Such problems can impair or threaten employees' ability to perform their work satisfactorily. Employees who receive assistance during the early stages of problems have a better chance to resolve their problems and to return to full productivity. Early resolution of personal problems is therefore in the best interest of the employee and of the City.

Without altering or amending any of the rights or responsibilities of employees, the City or unions with which the City has contractual relationships, it is the policy of the City, consistent with its collective bargaining obligations and in cooperation with the unions, to assist employees with personal problems within the following framework:

The EAP is designed to provide help to employees who voluntarily seek help in resolving such problems as alcoholism, drug abuse, marital or family distress, mental illness, emotional illness, physical illness, or referral for legal or financial concerns. The program will make available prompt, effective and confidential help to non-sworn City employees and their eligible dependents, as defined in Executive Order 84-4.

Employees may receive services from the EAP through (a) self-referrals, (b) recommendation, (c) supervisor/management referrals, and (d) medical referrals. Persons utilizing the services of the EAP are assured confidentiality. Information and records created in this program will be maintained in the EAP office, and will not be released without the written consent of the employee. Supervisor/management referrals to the EAP for assessment and treatment must be based on job performance. Present employment and future opportunities will not be jeopardized as a consequence of any employee's involvement in the EAP.

Job performance problems will be handled in accordance with the established City personnel rules, policies and procedures, and applicable collective bargaining agreements. The EAP is not a substitute for disciplinary action, nor is it an acceptable reason for lowering performance standards. Therefore, employees referred to and participating in the EAP will be expected to meet existing job performance standards and work rules.

2. There is hereby created and established the Employee Assistance Program Advisory Committee. The Committee shall

consist of nine members appointed by the Mayor. At least three members shall be representatives of the unions representing non-sworn City employees, participating on a rotating basis. The remaining members shall be representatives of various City departments and the Office of the Mayor. The Committee will be assisted by three staff members of the Department of Personnel. The Mayor shall designate a chair and vice-chair from among the membership of the Advisory Committee.

The Employee Assistance Program Advisory Committee shall perform the following duties:

(a) To advise the Mayor and the Commissioner of Personnel on the types of services to be provided by the EAP.

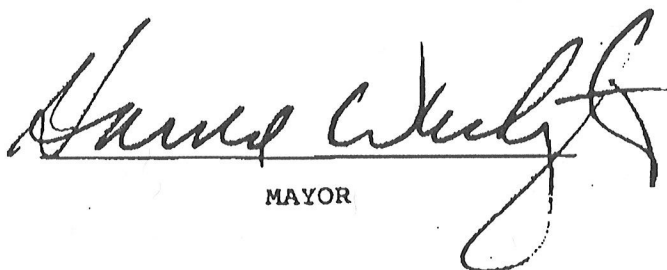
(b) To suggest means of disseminating information on EAP services to employees.

(c) To advise and to consult with the Mayor, City agencies, officials and employees on matters involving this Executive Order.

(d) To prepare reports, at least annually and at such other times as the Mayor may direct, summarizing the committee's activities, and to present such reports to the Mayor.

3. Each City agency shall review its existing rules and regulations and take appropriate action to resolve any inconsistency therein with this Executive Order. Any inconsistent rule or provision shall be submitted to the Employee Assistance Program Advisory Committee for its consideration and recommendations.

4. This Executive Order shall be in full force and effect upon its signature by the Mayor and receipt and filing by the City Clerk.



MAYOR

Dated August 14, 1986

Received and filed _____, 1986

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CITY CLERK

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