

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE:

TO: Employee Name

FROM: Appointing Authority, Designee or Supervisor

SUBJECT: **Offer of Employee Assistance**

When an employee requests help or is experiencing job performance concerns, it is the policy of the City of Madison to offer the Employee Assistance Program (EAP). The EAP can provide information, referral and support for personal and work related problems, which can sometimes have an impact on performance. Increased absenteeism, tardiness, accidents, poor concentration, poor judgment, lowered job efficiency and productivity, and/or deteriorating relationships with co-workers can sometimes be the result.

Examples of personal problems that can sometimes impact on work performance are: emotional stress, financial or medical crises, marital, family or other interpersonal problems, child/elderly care concerns, divorce or separation, legal problems, alcohol or other drug abuse, and/or grief and loss. The EAP can assist with these problems.

If it is the case that you are experiencing personal problems, I strongly encourage you to contact the EAP. EAP services are delivered in a professional and confidential manner. You are allowed a reasonable amount of time during regular scheduled work hours to consult with the EAP. Receiving EAP services does not jeopardize your job security or promotional opportunities. Use of EAP is voluntary, and whether or not you contact EAP, you are responsible for meeting job performance expectations. If you decide to use EAP and want some assistance in making the contact, I will be glad to help you.