



Family Service Madison

**EMPLOYEE ASSISTANCE PROGRAM AGREEMENT
between
Family Service Madison
and
City of Dodgeville**

This agreement is made and entered into this first day of June 2026, by and between City of Dodgeville (hereinafter "CD") and Family Service Madison (hereinafter "FSM").

FSM agrees to provide services as designated in this agreement to implement and operate an Employee Assistance Program for CD employees and their families.

Services will be provided by a designated program consultant, who is a professionally trained and licensed employee of FSM. The consultant will have minimum of a Master's degree, be experienced in a wide range of human emotional and behavioral health issues, and be familiar with resources in the community.

FSM agrees to provide the following services to CD employees or their dependents:

- 1) Offer appointments for the employees or families of CD within three business days from the time of initial contact. Special arrangements will be made in an emergency situation.
- 2) Conduct formalized diagnostic/assessment interview(s) to determine the problem, its nature, severity and appropriate treatment plan. Each employee and family member is eligible up to five assessment/counseling sessions.
- 3) Refer employees/families to appropriate treatment facilities depending on the nature and severity of the problem(s) and the ability and quality of the helping resources available.
- 4) Conduct follow-up activities to assure that referrals were accepted and that quality care was received by the employee or member of their family.

FSM further agrees to provide the following services to CD:

- 1) Employee orientation(s) on the EAP.
- 2) Presentations or trainings on appropriate topics.
- 3) Critical Incident Stress Debriefing session.
- 4) Legal consultation through FEI Behavioral Health.
- 5) Financial Consultation through FEI Behavioral Health.
- 6) Access to specific EAP website.

7) Ongoing consultation to CD regarding policies and procedures of EAP to promote its effectiveness.

8) Quarterly statistics on utilization of the EAP.

CONFIDENTIALITY:

No one at CD can obtain any information, written or verbal, on any employee or their dependent who seeks assistance through this program.

No personal information as to the nature of the problem will be released to anyone at CD unless requested in writing by the employee. Employee participation in the EAP program will neither affect future employment or advancement nor protect any employee from disciplinary action for substandard performance.

CITY OF DODGEVILLE AGREES TO:

- 1) Inform its employees of this agreement and the services which are available to them.
- 2) Provide all printed literature describing EAP services. (FSM will provide general brochures)
- 3) Arrange for orientation and in-service training for company personnel.

COSTS:

The fee for acceptance of responsibility for EAP and its maintenance will be \$1430.00 for the period of June 1, 2026 through May 31, 2027. This fee does not include any ongoing counseling or other services offered by FSM.

Full payment due June 30, 2026.

MODIFICATION OR TERMINATION OF CONTRACT:

This contract may be modified in writing at any time by the mutual consent of the parties. Either party may cancel this agreement at any time upon ninety (90) day notice, in writing, to the other party. Early termination of contract will not result in refund.

Celie Valentín, EAP Director
FSM Authorized Representative

Date

City of Dodgeville Authorized Representative

Date

Printed Name