



EMPLOYEE ASSISTANCE AGREEMENT
between
Family Service Madison
and
City of Dodgeville

This agreement is made and entered into this first day of May, 1 2024, 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, volunteers, and their families.

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

Requests for service, whether by the employee or by supervisory referral, will be made directly to the FSM

FSM agrees to provide the following services to CD employees and family members:

- 1) Offer appointments for employees or families of CD within three working days from the time of initial contact. Special arrangements will be made in an emergency situation.
- 2) Conduct formalized 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) Assist employees/family members with any referrals for services outside scope of EAP.
- 4) Conduct follow-up activities to assure that referrals were accepted and that quality care was received by the employee or member of his or her family.

FSM further agrees to provide the following services to CD:

- 1) Employee orientation(s) on the use of the EAP.
- 2) Presentations or trainings on appropriate topics.
- 3) Critical Incident Stress Debriefing sessions.
- 4) Ongoing consultation to CD regarding policies and procedures of EAP.
- 5) Quarterly statistics on utilization of the EAP.

- 6) Legal consultation provided through FEI Behavioral Health
- 7) Financial consultation provided through FEI Behavioral Health
- 8) Access to specialized website designed for EAP customers

CONFIDENTIALITY:

No one at CD can obtain any information, written or verbal, on any employee or their dependent who seeks assistance through this program without written signed release of information.

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 printed literature describing EAP services, other than brochures provided by FSM
- 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 \$1,298.00 for the period of May 1st 2024 to May 1, 2025. This fee does not include any ongoing counseling or other services offered by FSM.

There will also be a \$125/hour travel fee for services provided outside of Dane County.

Full payment due May 30, 2024.

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) days notice, in writing, to the other party.

Greg Chism, EAP Director
FSM Authorized Representative

Date

City of Dodgeville Authorized Representative

Date

Barry N. Hottmann, Mayor
Printed Name