

RESOLUTION NO. 200

AMENDING THE ALBANY COUNTY EMPLOYEE RULES AND REGULATIONS: EMPLOYEE ASSISTANCE PROGRAM ACCRUAL HOURS

Introduced: 5/11/15

By Personnel Committee:

WHEREAS, The Department of Human Resources has requested authorization to amend Article VI of the Albany County Employee Rules and Regulations to include four hours of annual accrual time for the Employee Assistance Program (EAP), and

WHEREAS, As proposed, all full-time County employees will be eligible to access EAP leave hours to be used to cover an absence from work necessitated by an employee's own need to access services provided through the County program, and

WHEREAS, All full-time employees will earn a maximum of four EAP hours on January 1 of each year or on the date of hire for new employees beginning with their initial year of County service, any unused EAP hours will be forfeited at the close of business on December 31 of each year, and

WHEREAS, The County will require satisfactory proof that an employee attended an EAP appointment, specificity as to the nature of the appointment need not be provided, EAP leave will be charged in such increments as approved by the employee's supervisor, but in no case will such increments be less than one-quarter hour and

WHEREAS, All requests to use EAP hours must be submitted to an employee's supervisor as soon as the need to be absent from work is known by the employee, failure to provide proper notice may result in the denial of leave, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Employee Rules and Regulations are amended to reflect an amendment to Article VI to include Subsection 3 Employee Assistance Program (EAP) Accrual Hours, and, be it further

RESOLVED, That the Commissioner of the Department of Human Resources is authorized and directed to implement this policy, and, be it further

RESOLVED, That the Clerk of the Legislature is hereby directed to forward certified copies of said resolution to the appropriate County Officials.

Adopted by unanimous vote. 5/11/15