

# VILLAGE OF NEWCOMERSTOWN

**Resolution No. 10-2026**

**PASSED:**

## **A RESOLUTION ADOPTING THE VILLAGE OF NEWCOMERSTOWN EMPLOYEE ASSISTANCE PROGRAM (EAP) POLICY; AND DECLARING AN EMERGENCY.**

WHEREAS, the Village of Newcomerstown recognizes the importance of supporting the mental, emotional, and overall well-being of its employees; and

WHEREAS, employees may experience personal or work-related challenges that impact their health, job performance, workplace safety, and quality of life; and

WHEREAS, the Village desires to establish an Employee Assistance Program (EAP) to provide confidential support resources and assistance to employees and their immediate household members; and

WHEREAS, the Village Council finds that implementation of an Employee Assistance Program serves a valid public purpose by promoting employee wellness, improving workplace morale, supporting employee retention, and enhancing the efficient operation of Village services;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Newcomerstown, State of Ohio:

### **SECTION 1**

That the Village of Newcomerstown Employee Assistance Program (EAP) Policy, attached hereto as “Exhibit A,” is hereby approved and adopted.

### **SECTION 2**

That the Village Administration and Fiscal Officer are authorized to take all actions necessary to implement the Employee Assistance Program, including coordinating with third-party providers and distributing program information to employees.

### **SECTION 3**

That participation in the Employee Assistance Program shall remain voluntary and confidential, in accordance with the provisions outlined in the adopted policy.

### **SECTION 4**

That the Fiscal Officer is authorized to make expenditures associated with the implementation and administration of the Employee Assistance Program, subject to appropriations approved by Council.

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### SECTION 5

That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

### SECTION 6

That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of Village employees and the continued efficient operation of Village services; wherefore, this Resolution shall take effect immediately upon its passage.

PASSED THIS \_\_\_\_\_ DAY OF MAY 2026

**Attest:**

**Approved:**

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**Lisa M. Spillman, Fiscal Officer**

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**Patrick M. Cadle, Mayor**

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## **Employee Assistance Program (EAP) Policy**

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### **Purpose**

The Village of Newcomerstown is committed to supporting the health, safety, and overall well-being of its employees. The Employee Assistance Program (EAP) is designed to provide confidential, professional assistance to employees experiencing personal or work-related challenges that may affect their job performance, health, or quality of life.

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### **Program Overview**

The Employee Assistance Program (EAP) provides employees with access to confidential counseling and support services for a wide range of concerns, including but not limited to:

- Stress, anxiety, and depression
  - Family or relationship issues
  - Substance abuse concerns
  - Financial or legal stress
  - Work-related challenges
  - Grief, trauma, or crisis situations
  - Emotional wellness and mental health support
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### **Eligibility**

All full-time and part-time employees of the Village of Newcomerstown and their immediate household members are eligible to participate in the Employee Assistance Program.

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### **Confidentiality**

All services provided through the EAP are strictly confidential.

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- No personal information, counseling details, or participation records will be shared with the Village, supervisors, department heads, or elected officials.
  - The Village may receive aggregate program usage data from the EAP provider; however, no identifying employee information shall be disclosed.
  - Participation in the EAP shall not affect an employee's job status, compensation, performance evaluations, promotional opportunities, or disciplinary standing.
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## Access to Services

Employees may access EAP services voluntarily at any time.

- No supervisor or department head approval is required.
  - Employees may self-refer directly to the EAP provider.
  - Supervisors and department heads may recommend the EAP as a resource when appropriate; however, participation shall remain voluntary except where otherwise required by law or policy.
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## Covered Services

The EAP may provide short-term assistance, referrals, assessments, counseling resources, and crisis support services including:

- Individual counseling
  - Family and relationship counseling
  - Substance abuse assistance
  - Stress management
  - Mental health referrals
  - Crisis intervention
  - Grief counseling
  - Workplace conflict assistance
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## Cost of Services

The Village shall provide access to EAP services at no cost to the employee for services included within the EAP agreement or provider contract.

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- Employees requiring services beyond those included in the EAP may utilize the Village-provided health insurance plan.
  - Long-term treatment, specialty care, prescription services, or ongoing counseling may be subject to the employee's insurance coverage and plan limitations.
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## Coordination with Health Insurance

The EAP is intended to serve as a short-term support resource and referral program.

- Employees requiring continued care or treatment may be referred to providers within their insurance network.
  - The Village may consider reimbursement of certain eligible out-of-pocket expenses related to mental health or counseling services in accordance with separate Village policy or administrative approval procedures.
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## Supervisor Responsibilities

Supervisors and department heads are expected to support the goals of the Employee Assistance Program by:

- Encouraging employees to seek assistance when appropriate
  - Promoting awareness of available resources
  - Respecting employee confidentiality
  - Referring employees to available support resources when workplace concerns arise
  - Maintaining professionalism and non-discrimination regarding participation in the EAP
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## Program Administration

The Employee Assistance Program shall be administered through a contracted third-party provider or approved professional services organization to ensure confidentiality and professional service delivery.

The Fiscal Officer or designated administrative representative shall:

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- Coordinate administration of the program
  - Maintain policy records and informational materials
  - Assist with employee awareness efforts
  - Monitor overall program effectiveness through non-identifiable reporting
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## Non-Retaliation

The Village of Newcomerstown strictly prohibits retaliation against any employee who seeks assistance or participates in the Employee Assistance Program.

No employee shall be disciplined, discriminated against, or retaliated against solely for voluntarily utilizing EAP services.

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## Program Promotion

The Village shall promote awareness of the Employee Assistance Program through:

- Employee handbooks
  - Orientation materials
  - Workplace postings
  - Periodic employee communications
  - Supervisor training and informational meetings
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## Policy Review

This policy may be reviewed and updated periodically by Village Administration and Council to ensure compliance with applicable laws, operational needs, and employee wellness objectives.

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## Effective Date

This policy shall become effective upon approval by the Village Council of the Village of Newcomerstown.

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Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20.

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Mayor

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President of Council

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Fiscal Officer

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