

NOTICE TO ALL EMPLOYEES, CONTRACTORS, VENDORS AND SUPPLIERS

CITY EMPLOYEE ASSISTANCE PROGRAM

The City of New Orleans recognizes its moral obligation to provide a safe and a healthful place to work and to conduct business for its employees, contractors, visitors, and the general public. Additionally, there are federal laws, as well as government grants or agreements requiring the City to provide a drug-free work place. The City's policy issued by the Chief Administrative Office was designed to meet that end.

The City of New Orleans recognizes that the employees' state of health affects their job performance, the kind of work that they can perform, and may affect their opportunities for continued employment.

The City also recognizes that chemical dependency and other medical-behavioral conditions are highly complex problem, which under most circumstances, can be treated successfully. The City offers confidential assistance with these types of problems for its employees through its Employee Assistance Program (EAP). Furthermore, it is the responsibility of all managers and supervisors to follow procedures assuring that no employee with personal problems as outlined above will jeopardize job security by reason of the employee's requesting early assistance from this program. The confidential nature of these records for employees requesting help through the Employee Assistance Program with personal problems will be preserved in the same manner as all other confidential records.