



APPROVED
BY THE CITY COUNCIL

FEB 17 1987

OFFICE OF THE
CITY CLERK

19

DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

5730 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
RISK MANAGEMENT
AND INSURANCE
SUPPORT SERVICES

CITY MANAGER'S OFFICE

RECEIVED

FEB 11 1987

February 10, 1987

City Council
Sacramento, California

Honorable Members in Session:

Subject: Extension of Employee Assistance Program Contract

SUMMARY

This report recommends that the City extend its Employee Assistance Program contract for one year and expand its services to include all Sacramento Housing and Redevelopment employees and their dependents.

BACKGROUND

On February 18, 1986, the City Council adopted Resolution 86-132 which established an EAP for all City employees and their dependents not covered by a separate Police EAP service contract. The selected vendor for this service was Occupational Health Services (OHS), Inc. In May 1986, the professional services agreement with OHS was amended to expand the scope of services to include Police Department employees and their dependents. OHS is currently providing the EAP program for a first year cost of \$49,439.

ANALYSIS

During the service year ending February 28, 1987, employee utilization of the program has been about 7.0%, which exceeds both the City's and OHS's original estimates. This level of use indicates that employees feel comfortable in using the program for help with a broad range of problems which may ultimately impact work performance.

The OHS contract gives the City Council the option of extending EAP services for an additional two years at a fixed cost of \$53,889 per year. Based upon first year use, the Employee Relations Department is recommending that the service contract be extended for the period of March 1, 1987 through February 29, 1988.

In January of this year, SHRA asked that the Employee Relations Department initiate negotiations with OHS for a "piggyback" EAP service agreement (see attached letter dated January 23, 1987). Under this arrangement, OHS would provide EAP services to SHRA employees in the same manner as they would for City employees, beginning in July 1987. OHS has agreed to the service expansion (see attached letter dated February 3, 1987), at a first year price of \$3,800. Should the agency desire, OHS has agreed to extend the SHRA program for a second year for the fixed rate of \$4,972. OHS will bill SHRA separately for its program use and will provide separate, confidential utilization statistics to SHRA's Personnel Director. The proposed EAP program has been reviewed by representatives of the SHRA employee unions who concur with its implementation.

FINANCIAL

The current year's portion of the EAP program's costs was included within the 1986-87 Approved Budget and no additional funds are required. The remaining contract year expenses will be included within the 1987-88 Proposed Budget. The new SHRA expenses will be separately carried within the agency's budget.

RECOMMENDATION

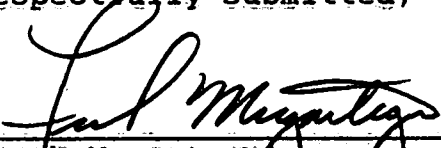
Based upon a successful first year's experience, it is recommended that the City Council adopt the attached resolution which authorizes the City Manager to amend Agreement 85126A with Occupational Health Services, Inc. to:

1. Expand the scope of the services provided under the current EAP to include all Sacramento Housing and Redevelopment Agency (SHRA) employees and their dependents beginning on July 1, 1987. The first year cost for this program is \$3,800 which shall be separately billed to SHRA. At SHRA's option, a second year of service can be provided for the fixed price of \$4,972.

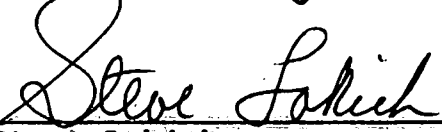
February 10, 1987
Page 3

- 2. Extend the City's EAP contract with Occupational Health Services for the period from March 1, 1987 through February 29, 1988, including the expanded services discussed above.

Respectfully submitted,

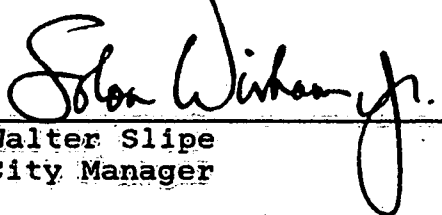


 Frank Mugartegui
 Director of General Services



 Steve Lakich
 Director of Employee Relations

RECOMMENDATION APPROVED:



 For: Walter Slipe
 City Manager

February 17, 1987
All Districts

Extend the City's contract with Occupational Health Services for the period from March 1, 1951 through February 28, 1952, including the expanded services discussed above.

Respectfully submitted,

Frank J. [Name]
Director of General Services

[Name]
Director of Employee Relations

RECOMMENDATION APPROVED:

[Name]
City Manager

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

MEMORANDUM

TO: James W. Thomas,
Senior Employee Relations Representative DATE: January 23, 1987

FROM: Jerry T. Sykes, Personnel Director

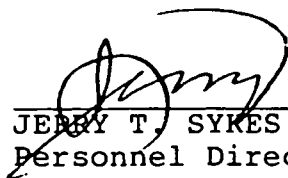
SUBJECT: Employee Assistance Program

First, I express appreciation for your courtesy and counsel regarding the City of Sacramento Employee Assistance Program.

Pursuant to our discussion on January 22, 1987, the Sacramento Housing and Redevelopment Agency would like to be considered for a "piggyback" arrangement on the City contract with Occupational Health Services, Inc. for providing the Employee Assistance Program. An appropriate date for commencing the Employee Assistance Program for Agency employees would be July 1, 1987. This would allow sufficient time to coordinate with labor organizations and conduct necessary employee orientation.

As of January 13, 1987, our Agency had three hundred and twenty one (321) full and part-time employees.

Jim, thanks again for your help on this matter.



 JERRY T. SYKES
 Personnel Director

JTS/jre

RECEIVED
 JAN 26 1987
 EMPLOYEE RELATIONS

19

OCCUPATIONAL HEALTH SERVICES CORPORATION

187 FORTIETH STREET WAY - OAKLAND, CALIFORNIA 94611
(415) 655-0535

February 3, 1987

City of Sacramento
Jim Thomas
Department of Employee Relations
801 9th Street, Room 105
Sacramento, CA 95814

Dear Jim,

We are pleased to provide the Employee Assistance Program for the Sacramento Housing and Redevelopment Agency. As agreed, the City of Sacramento contract will be effective 3/1/87 through 2/29/88 at a total cost of \$53,889.00. the SHRA will be added 7/1/87 at a cost of \$3,800.00 for 8 months. The cost to the SHRA during the 3rd option year will be \$4,972.00. As discussed, Occupational Health Services will bill the SHRA directly and submit statistical reports for the SHRA separate from the City of Sacramento's EAP.

Mary Austin, Contract Administrator will contact you regarding materials for the SHRA program. Please do not hesitate to contact me or Mary at (800)EAP-PLAN if additional information is required.

Sincerely,

Edith L. Jardine MB

Edith L. Jardine, Director of Administration
OCCUPATIONAL HEALTH SERVICES, INC.

RECEIVED
FEB 05 1987
EMPLOYEE RELATIONS

RESOLUTION NO. 87-106

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION EXTENDING THE EMPLOYEE ASSISTANCE PROGRAM FOR THE CITY OF SACRAMENTO AND THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

WHEREAS, the City Council wishes to amend its agreement with Occupational Health Services, Incorporated for the provision of Employee Assistance services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

- 1. The scope of the services provided under the current Employee Assistance Program is hereby expanded to include all Sacramento Housing and Redevelopment Agency (SHRA) employees and their dependents beginning on July 1, 1987. The first year cost for this program shall be \$3,800, which shall be separately billed to SHRA. At SHRA's option, a second year of service shall be provided for the fixed price of \$4,972.
- 2. The City's Employee Assistance Program contract with Occupational Health Services is hereby extended for the period from March 1, 1987 through February 29, 1988, including the expanded services discussed above.
- 3. The City Manager is hereby authorized to sign an amendment to Professional Services Agreement 85126A for the purpose of providing Employee Assistance Program services.

MAYOR

ATTEST:

APPROVED
BY THE CITY COUNCIL

FEB 17 1987

OFFICE OF THE
CITY CLERK

CITY CLERK

RESOLUTION EXTENDING THE EMPLOYEE ASSISTANCE PROGRAM FOR THE CITY OF SACRAMENTO AND THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

WHEREAS, the City Council wishes to amend its agreement with Occupational Health Services, Incorporated for the provision of Employee Assistance services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The scope of the services provided under the current Employee Assistance Program is hereby expanded to include all Sacramento Housing and Redevelopment Agency (SHRA) employees and their dependents beginning on July 1, 1987. The first year cost for this program shall be \$3,800, which shall be separately billed to SHRA. At SHRA's option, a second year of service shall be provided for the fixed price of \$4,975.
2. The City's Employee Assistance Program contract with Occupational Health Services is hereby extended for the period from March 1, 1987 through February 29, 1988, including the expanded services discussed above.
3. The City Manager is hereby authorized to sign an amendment to Professional Services Agreement 88126A for the purpose of providing Employee Assistance Program services.

MAYOR

ATTEST:

CITY CLERK