

RESOLUTION NO. 2014-418

A RESOLUTION TO AUTHORIZE AN AGREEMENT
BETWEEN THE CITY OF VINELAND AND THE NEW
JERSEY EMPLOYEE ADVISORY SERVICE FOR AN
EMPLOYEE ASSISTANCE PROGRAM.

WHEREAS, there is a need for an Employee Assistance Program for the City employees;
and

WHEREAS, the New Jersey Employee Advisory Service has submitted a proposal
indicating they will provide said services for \$125.00 per session on an as needed basis, for the
period January 1, 2015 through December 31, 2015; and

WHEREAS, the availability of funds for said services herein have been certified by the
City Comptroller based upon an estimated maximum of 36 sessions, in an amount not to exceed
\$4,500.00;

NOW, THEREFORE, BE IT RESOLVED by this City Council that the Mayor of the
City of Vineland is hereby authorized and directed to execute an agreement with the New Jersey
Department of Treasury, Employee Advisory Service to provide an Employee Assistance
Program for the City of Vineland, \$125.00 per session on an as needed basis, for the period
January 1, 2015 through December 31, 2015.

Adopted:

President of Council

ATTEST:

City Clerk



CIVIL SERVICE COMMISSION
Employee Advisory Service
P.O. Box 320
TRENTON, NJ 08625-0320
Phone (866)327-9133 – Fax(609)633-8584

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

July 2014

Dear Colleague:

Thank you for being a valued customer of the Employee Advisory Service. We are in the process of renewing the Employee Advisory Service agency agreements for fiscal year 2015. To renew or change your agreement please complete and sign the appropriate attached page and return via mail or fax by **July 31, 2014**.

The Employee Advisory Service remains committed to assisting your organization in addressing productivity issues, helping your employees identify and resolve personal concerns that affect job performance and providing the needed assistance, and support for your employees encountering difficult situations.

Please contact Shaneka Ford at 609-633-7464 to schedule an appointment to review your agency's service report for fiscal year 2014, to discuss changes to your agreement or to discuss your specific employee assistance needs and improved ways to service your organization.

Thank you for your continued support. We look forward to continuing to partner with your agency and providing your employee assistance program.

Sincerely,

A handwritten signature in black ink, appearing to read "Shelby Pettis".

Shelby Pettis
Assistant Director





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**NJ Employee Advisory Service Agreement
Local Government
FY2015**

Agency: City of Vineland
(Name of Agency)
Agency Contact: Rosie Gonzalez
Term of Contract: January 1, 2015 to December 31, 2015
(Month/Year) (Month/Year)
Number of Employees: Approximately 700

Please select fee option

Per Employee – based on the total number of employees in your agency. The agency is billed on an annual basis at \$15.00 per employee.
Includes:

- ✓ Unlimited individual and supervisory sessions
- ✓ Unlimited management/ Human Resource consultations
- ✓ Two (2) group workshops (stress, conflict management, small group resolution sessions.)

 All other workshops or emergency response services are billed at \$250.00 per initial session.

Per Session – based on fee-for-service. Agencies will be billed \$125.00 for each employee who receives a person-to-person or telephone contact lasting more than 20 minutes.
Includes:

- ✓ Supervisory orientations

 All other workshops or emergency response services are billed at \$250.00 per initial session.

Upon signature, this Agency agrees to the selected fee option above. Payment for Per Employee (annual) contracts will be submitted upon receipt of this signed contract. Please attach additional forms (purchase orders, executive order, etc.) and submit with this page.

Agency Signature

Date

Kimberly Rogers-McLean
Civil Service Commission

Date