

501 Villa Road
Newberg, Oregon
97132

Tel 503.538.1372
Fax 503.538.3124

LETTER OF AGREEMENT

Providence Newberg Hospital's Occupational Health Department agrees to make available Employee Assistance counseling services for the City of Newberg.

Providence Newberg Hospital's Occupational Health Department will coordinate and schedule appointments for Employee Assistance counseling sessions and will bill the City for those services at the end of the month at the rate of \$65.00 per each one hour session. If an employee is scheduled for counseling and does not show for the appointment or does not cancel 24 hours prior to the appointment, the City will be billed at the full rate.

All matters concerning employees who receive Employee Assistance services will remain confidential unless the employee is referred by company management and has signed a release of information. Only information that is determined to be job related will be released to the employee's supervisor.

Providence Newberg Hospital E.A.P. counseling services will provide one to three hours of employee assessment and referral counseling at no charge to the employee. As soon as the assessment is complete, a referral, best suited to the client's needs and assets, will be facilitated. If additional hours are required in order to complete the referral and assessment, those will be agreed upon before they take place.

This Agreement is effective January 1, 1995 and shall last one year unless cancelled by either party (30 days notice required). Terms shall be reviewed jointly on an annual basis.

PROVIDENCE NEWBERG HOSPITAL

CITY OF NEWBERG



Signature



Signature

CEO

Title

City Manager

Title

12/12/94

Date

12/13/94

Date

501 Villa Road
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97132

Tel 503.538.1372
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December 12, 1994

Duane Cole
City of Newberg
414 E. First St.
Newberg, OR 97132

Dear Duane,

It's that time again. Enclosed are two originals of the EAP agreement. As I mentioned on the phone, the cost has increased to \$65.00 per session. Everything else remains the same except for the hospital name, of course.

Mark has already signed both copies. Please return one copy to us with your signature.

I am working with Becky to set up a time for Rob Solomon to do a "brown bag" talk after the first of the year. We will also be including EAP reminders with the December checks.

Let me know if there is anything else we can do for you. We didn't do health evaluations this year. Do you think you would like to do them in 1995? I'd be happy to make the arrangements whenever you like.

Sincerely



Lucy King
Occupational Health Coordinator