

Employee Assistance Program (EAP)

Because both personal and work-related problems can affect employees' job performance, the University provides an Employee Assistance Program (EAP) for all benefits-eligible (appointed 50% or greater, non-student) employees. Employees and members of their immediate families who live in the same household may use EAP services.

The EAP is designed to help identify and resolve personal and job-related problems including health, marital, family, financial, legal, emotional, stress, alcohol, drug, and other concerns that may adversely affect job performance.

The EAP is also a consultation resource for supervisors dealing with a variety of work-related issues. The EAP can help supervisors determine when it is appropriate to refer to the EAP employees who may be experiencing personal problems that affect their work performance.

The EAP offers training sessions and workshops that address personal and organizational issues that may have an impact on work performance. The EAP also provides stress debriefing in the event of a critical incident that affects the campus.

Use of the services of the EAP is voluntary. Choosing to participate in the programs of the EAP, or not to participate, will neither adversely affect an employee's job status and promotional opportunities, nor excuse an employee from adhering to University policies and procedures concerning job performance and conduct.

All aspects of an employee's contact with the EAP are confidential and will not be disclosed except with the employee's written authorization. An exception is that state and federal laws require, for example, that a threat to one's own life or to that of another must be reported to appropriate authorities. EAP records will be retained in the offices of the EAP, and will not become part of, or be referred to in any employee's personnel file, benefits file, medical file, or other file which may be accessed by any individual, department, or organization.

Employee visits to the EAP may be made during work hours if they are coordinated with the employee's supervisor. Employees will not be charged annual or sick leave if they make arrangements with their supervisors when they visit the EAP. The EAP may confirm to the supervisor that the employee kept an appointment and its duration, but not the content of or reason for the visit. The EAP can schedule appointments outside of work hours, or employees may use accrued sick leave or annual leave if they wish to keep their visits to the EAP confidential.

Employees may make appointments to use the services of the EAP on a voluntary basis. They may also be referred to the EAP by a supervisor when there are problems with their work performance or conduct at work. The decision to accept a supervisor's referral to the EAP or any subsequent referral by the EAP is also voluntary and is the personal responsibility of the employee.

The services of the University's EAP are free to benefits-eligible employees. If the EAP makes a referral to an outside provider, the employee will be responsible for all costs associated with the outside services that are not covered by the employee's medical insurance.

Orientation and general information sessions as well as supervisor training will be offered periodically by the EAP.

January 30, 2001