Employee Assistance Program

Summary/Purpose: The Employee Assistance Program is a counseling program offered through the University Counseling Center for employees of the University. Guidelines for participation in EAP are given.

Employees may be absent from work during the workday, with the permission of their department head, for counseling services of up to one (1) hour per week for EAP assistance through the University Counseling Center. EAP offers the following three services.

- **EAP Consultation** – EAP Consultation is a service provided to employees who are experiencing challenging work-related situations and might benefit from speaking one or two times to a counselor either over the telephone, in an individual session, or in a small group meeting. An employee typically seeks EAP Consultation to discuss situations involving a subordinate, colleague, supervisor, change in duties, concerns about students, or other work-related difficulties. There is no charge to the employee for EAP Consultation.

- **Standard EAP** – Standard EAP is a short-term service (no more than eight sessions) that provides assessment, triage, and referrals for personal and work-related issues that might be impacting the employee’s productivity in the workplace. Employees seek services from Standard EAP for a wide variety of issues such as work-related conflicts, marital conflicts, divorce issues, child-rearing issues, alcohol/drug issues, stress reduction, grief/loss issues, depression and anxiety. During Standard EAP, the counselor will help the client determine his or her goals and work with the client to develop a treatment plan to achieve those goals. There is no charge to the employee for Standard EAP services.

- **EAP Treatment Provision** – EAP Treatment Provision is a referral option occasionally offered to clients who require longer-term counseling than the short-term services provided by EAP Consultation and Standard EAP. The option of EAP Treatment Provision will be made on an individual basis, at the counselor’s determination. There is a fee for this service.

In cases where supervisors refer employees who are expected of having substance abuse problems or suffering from mental or emotional stress; and disciplinary action may be forthcoming against the employee involved, an additional amount of time away from work for outside professional assistance other than that provided through the EAP may be allowed. In such cases, the employee’s individual type of assistance needed, employment longevity, and previous work productivity will be considered; and the amount of time for assistance will be determined collectively by the employee’s department head, the EAP counselor involved, and the Director of Human Resources.