

<b>Policy title</b> Employee Assistance Program Policy	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Business and Human Resources Office

## Purpose of this policy

The Employee Assistance Program (EAP) provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles and emotional distress.

## Policy statement

- The Employee Assistance Program (EAP) provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles and emotional distress.
- The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling and referral to appropriate community and private services.
- Information given to the EAP counselor may be released only if requested by the employee in writing.
- All counselors are guided by a professional code of ethics.
- No information related to an employee's participation in the program is entered into the personnel file.
- EAP provides coaching services to supervisors and receive mandatory employee referrals from supervisors through the Human Resource Office.
- Counseling will not relieve an employee of responsibility for meeting acceptable job performance and attendance standards.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.