Employee Assistance Program (EAP)

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 one counseling session of up to one hour per week for EAP assistance through the University Counseling Center. The number of sessions is limited to eight per employee.

In cases where supervisors refer employees who are suspected 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.