

MEDICAL COLLEGE OF OHIO

Subject: EMPLOYEE ASSISTANCE PROGRAM

Policy No.: 05-054

Medical College of Ohio's Employee Assistance Program (EAP) offers confidential and professional care to employees and their families who are affected by a variety of personal problems, such as emotional stress, family problems, marital or financial difficulties, and substance abuse. We believe that with the assistance of an independent contracting organization providing Employee Assistance services, many problems can be successfully resolved before they begin to have an adverse effect on the individual at the workplace.

The following policy statements deal with our program:

1. Employees and/or dependents (spouse, children or a member of the employee's household) are encouraged to voluntarily seek assistance and utilize the Employee Assistance Program (EAP) when they believe a personal problem has become unmanageable.
2. An employee may be referred to the EAP by oneself, family member, co-worker, supervisor, or the Human Resources Department. However, participation in the EAP is voluntary and will remain the responsibility of the employee. The decision to accept or reject assistance will not, of itself, jeopardize his/her employment or advancement opportunities. A referral does not mandate that the employee use the service.
3. EAP discussions and records of discussions or participation in the EAP are considered privileged communication protected by and only released under Federal and state confidentiality laws. Records of employee participation in the EAP will not be made part of the personnel records without written consent of the individual receiving services.
4. The EAP is available to all employees and their family members. It is recognized that problems with dependents and other family members can adversely affect an employee's ability to function on the job.
5. Employees who are participating in the EAP are expected to meet existing job performance standards. Participation in the EAP does not exempt an employee from appropriate corrective action. However, it is intended that this program will assist employees in resolving personal problems before such problems can lead to work-related difficulties.

The Employee Assistance Program is provided through a contract between the Medical College of Ohio and Harbor Behavioral Healthcare. To take advantage of this benefit, individuals may contact Harbor Behavioral Healthcare at 419-475-5338 or 1-800-422-5383.

Source: Vice President for Operations

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