


<b>Name of Policy:</b> <b>Employee assistance program</b> <b>Policy Number:</b> 3364-25-20 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Chief Human Resources Officers <b>Scope:</b> All University of Toledo Campuses		 <b>Effective date:</b> September 3, 2025 <b>Original effective date:</b> December 15, 2010	
<b>Keywords:</b> Employee assistance program, EAP, wellness, counseling, coaching, training			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The University of Toledo provides an employee assistance program (“EAP”) to provide additional health and wellness benefits to its employees and employee’s families. EAP services are confidential and include mental health counseling, legal and identity theft services, wellness resources, life coaching, financial planning and training. Many issues can be successfully resolved before they have an adverse effect on the employee in the workplace by utilizing an employee assistance service.

(B) Purpose of policy

The purpose of the policy is to advise and educate employees about the EAP and how to seek and utilize the services of the EAP.

(C) Program

Employees and/or dependents (spouse, children, or a member of the employee's household) are encouraged to voluntarily utilize the confidential services available at any time (24/7). Mental health services are available for those who seek assistance.

- (1) An employee may be referred to EAP by their supervisor, or the department of human resources. Management Referrals to the EAP may be part of a

performance improvement plan or condition of corrective action. A management referral mandates that the employee use the service for a specific cause.

- (2) EAP discussions and records of discussions or participation in EAP are considered privileged communication protected under federal and state confidentiality laws. Records of employee participation in a mandatory management referral may be made part of the employee's personnel record.
- (3) EAP is available to all employees and their family members.
- (4) Employees who are participating in EAP are expected to meet existing job performance standards. Participation in 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.
- (5) The employee can find EAP contact information on Human Resources webpage.

<p><b>Approved by:</b></p> <p><u>/s/</u> James Paul Holloway President</p> <p><u>10/26/25</u> Date</p> <p><b>Review/Revision Completed by:</b></p> <ul style="list-style-type: none"> <li>• Chief Human Resources Officer</li> <li>• Executive Vice President for Finance and Administration and Chief Financial Officer</li> </ul>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• 3364-25-20, effective date September 13, 2013</li> </ul> <p><b>Initial effective date</b> <i>December 15, 2010</i></p> <p><b>Review/revision date:</b> <i>September 13, 2013</i> <i>February 15, 2019</i> <i>March 14, 2019</i> <i>June 27, 2022</i> <i>August 29, 2025</i></p> <p><b>Next review date:</b> <i>August 29, 2028</i></p>
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