


<p>Name of Policy: Employee assistance program</p> <p>Policy Number: 3364-25-20</p> <p>Approving Officer: President</p> <p>Responsible Agent: Associate Vice President and Chief Human Resources Officer</p> <p>Scope: The University of Toledo –All Campuses</p>	 <p>Review date: March 14, 2019</p> <p>Original effective date: December 15, 2010</p>								
<table> <tr> <td><input type="checkbox"/></td> <td>New policy proposal</td> <td><input type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Major revision of existing policy</td> <td><input checked="" type="checkbox"/></td> <td>Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy	<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy
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(A) Policy statement

The University of Toledo’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.

(B) Purpose of policy

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

(C) Procedure

- (1) Employees and/or dependents (spouse, children or a member of the employee's household) are encouraged to voluntarily seek assistance and utilize EAP when they believe a personal problem has become unmanageable.
- (2) An employee may be referred to EAP by oneself, family member, co-worker, supervisor, or the department of human resources. However, participation in 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 EAP are considered privileged communication protected by and only released under federal and state confidentiality laws. Records of employee participation in EAP will not be made part of the personnel records without written consent of the individual receiving services.
- (4) 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 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.
- (6) The employee should contact department of human resources for information on accessing providers.

<p>Approved by:</p> <p>/s/ _____ Sharon L. Gaber, Ph.D. President</p> <p>March 14, 2019 _____ Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-20, effective date September 13, 2013</i> <p>Initial effective date: December 15, 2010</p> <p>Review/Revision Date: September 13, 2013; February 15, 2019, March 14, 2019</p> <p>Next review date: March 14, 2022</p>
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