
EMPLOYEE ASSISTANCE PROGRAM

PURPOSE: To provide procedures to use the benefit of the Employee Assistance Program at the University.

I. The Employee Assistance Program

The Employee Assistance Program (EAP) is structured to provide assistance to any benefit-eligible employee with personal problems that affect or may affect job performance. Assistance is also offered to family members since they are factors in an employee's job performance. The EAP demonstrates the state's desire for its employees to enjoy a life-style free from physical, emotional and social problems--problems that adversely impact their job performance and, in turn, the services they provide Idaho's taxpayers. This benefit is free, confidential, and the professional counseling services will be provided to employees with marital, emotional, family, alcohol, drug, legal, financial, physical and job-related problems.

- A. Employees contact the EAP by one of two means:
 1. Employee/dependent self-referral;
 2. Supervisor or Human Resource Department referral.
- B. When an employee decides to seek help, whether through self-referral or at the suggestion of a supervisor, the person calls the toll-free hotline number to arrange for an appointment. In the case of emergencies an appointment will be scheduled immediately. Initial information is obtained over the phone and a face-to-face session with a professional counselor is arranged in all cases. The client then meets with one of the experienced, professional practitioners, away from the employee's work site in a comfortable private setting. Together they discuss the problem, consider alternatives, and decide on a course of action.
- C. Whenever an employee has been referred for counseling by a supervisor, the supervisor will be informed whether/or if the employee agreed to follow counseling recommendations. No details of the counseling sessions will be divulged.