

Employee Assistance – Mental Health Program

Summary/Purpose: The Employee Assistance – Mental Health Program is a counseling program offered through the University Counseling Center for employees of the University. Guidelines for participation in EAP-MH are given.

This policy is in place to support the University's objective of enhancing individual health, community well-being, and positive work/life balance.

The Employee Assistance – Mental Health Program (EAP-MH) is a confidential service provided to qualifying University employees experiencing challenges with work/life situations, such as work related stress, interpersonal difficulties, depression, anxiety, substance abuse, and barriers to work productivity.

Employees may receive up to four (4) consultations in a calendar year. The first session is free with a nominal fee of \$30 per visit for the remaining 3 sessions. This fee will be processed as a payroll deduction. Employee concerns that require more than four (4) sessions or that fall outside the scope of the EAP-MH practice will be provided suitable referrals with clinical practitioners in the community for continued assistance.

With permission of the department head, employees may be absent from work, up to one (1) hour per week, for EAP-MH counseling services. Services provided before or after the employee's scheduled workday or during a lunch break do not require department head approval. Employees are not required to use accrued major medical or personal leave for EAP-MH consultations provided during the workday.

In cases where a supervisor refers an employee, who is expected 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-MH 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-MH counselor involved, and the Human Resources department head or designee.

The EAP-MH program also provides psycho-educational outreach programming to the campus community around mental health issues and common stressors in the work environment.