

Eligibility for Employee Assistance Program – Mental Health

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

- Eligible employees can receive four (4) consultations in a calendar year (Jan – Dec). Sessions are renewable each calendar year.
- The first session is free with a nominal fee of \$30.00 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 will be provided suitable referral contact information.
- Employees may be absent from work during the workday, with the permission of their department head, for one consultation session of up to one hour per week.
- Individual appointments not cancelled at least 2 hours in advance, will be considered a no-show. Effective July 1, 2017, any client not present within 15 minutes of the session start time may be counted as a no-show. These amounts will be payroll deducted.
- **No show/late cancellation fee is \$30.00.** These amounts will be payroll deducted.