

FRANCIS MARION UNIVERSITY
Human Resources Office

SUBJECT: Employee Assistance Program Policy

Revised: 3/16/95

Revised: 2/1/02

EMPLOYEE ASSISTANCE PROGRAM POLICY

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.

Francis Marion University, recognizing the dignity, value and contributions of all employees, establishes the Employee Assistance Program to ensure administrative support for any employee experiencing personal difficulties that may result in personal stress or problems that could impact job performance. The purpose of this policy is to provide confidential, professional referral assistance to employees experiencing personal difficulty which will help them continue to be productive employees. Every staff and faculty member is encouraged to call whenever need arises.

I. Goal

To enable employees to enhance productivity despite problems that arise, and to provide confidential assistance resources for supervisory referral at individual employee request.

II. Program Guidelines

A. Areas of Assistance

1. Substance abuse, to include alcohol, illegal drugs, misuse of prescription medications, and other intoxicants.
2. Emotional distress or mental illness.
3. Family problems.

B. University Contributions

1. Information and referral services through the Human Resources office.
2. Assessment, referral, long or short term counseling and/or treatment through applicable service agencies. Normally, initial counseling/treatment through state agencies are at no cost to employees. When preferred, referral to private agencies will be made with employee paying all costs not met by health insurance.
3. Allow use of accrued leave or leave without pay for prescribed employee

- assistance appointments and treatment plans.
- 4. Training for supervisors in how and when to use referral services.

C. Procedure

- 1. Employee or supervisor may call the Vice President for Administration who will make the referral to the Employee Assistance Program (EAP) representative at the South Carolina Vocational Rehabilitation Department at 662-8114 and arrange for an appointment to meet with a staff member. Confidentiality is ensured.
- 2. The EAP representative will make referrals to appropriate agencies for assessment services, and the agency prescribes assistance or treatment plan.
- 3. Confidential, separate files will be maintained by the EAP representative to include reports from agencies regarding attendance and satisfactory completion of the assistance plan.
- 4. The employee will coordinate with his/her supervisor to request appropriate leave for assistance plan appointments and/or treatment. Extended leave (more than 3 days) will require that proper documentation be submitted to the Human Resources office.