EMPLOYEE ASSISTANCE PROGRAM:

The purpose of the University Employee Assistance Program (EAP) is to retain valued individuals whose personal problems adversely affect their job performance, and whose changes in habits strain working relationships.

Supervisors are not to attempt to counsel employees, only to recognize the indication of an employee’s change in performance or habits. Supervisors should make the employee aware of the availability of the EAP. Employees desiring help will then be referred to the Department of Human Resources Management for professional services. Problems addressed by the EAP include, but are not limited to, substance abuse, marital, family, and bereavement.

We, in Engineering and Facilities Administration, of which Supervisors are an important and integral part, cannot help employees when we are not aware of a problem or problems exist. “You”, the employee, must bring these to our attention.

At the time of the writing of this policy, the Employee Assistance Program is located at 51 Bee Street and their current telephone number is 792-2848.