

## ***BENEFIT PROGRAMS***

### **EMPLOYEE ASSISTANCE PROGRAM**

#### **General Policy**

Southwestern and Behavioral Assessment Center have entered into a cooperative agreement to help employees gain access to professional services in resolving personal problems. The Employee Assistance Program (EAP) provides counseling and referral assistance to employees and their families in seeking assistance concerning medical or mental health problems.

Assistance is provided in numerous areas which include:

- alcohol/drug treatment
- mental health assistance
- suicide intervention
- crisis intervention (death, fire, etc.)
- financial counseling
- eating disorder referrals

There is no charge to the employee or family members for the assessment and referral services received from the EAP office. In most cases, additional counseling and treatment service charges are covered by the University's health insurance plan.

Participation in the EAP is voluntary. An employee's personal life becomes a concern of the University only when it interferes with satisfactory work performance, reflects discredit to the state, the University, or jeopardizes the safety of the employee or others. Supervisors may refer employees to the EAP for assistance with personal problems, but the employee must personally make the decision to participate in the program.

#### **Confidentiality**

Only when an employee has authorized, in writing, the release of information to supervisors can the EAP coordinator discuss an employee's problems with a University representative. The right of an employee's privacy is protected by state and federal law.

#### **Eligibility**

All University employees and their immediate family members are eligible to participate in the EAP.

## **Who to Contact**

Employees desiring additional information concerning the EAP have several options available.

They may request information from their supervisor or the Human Resources Office.

Additionally, employees may contact Behavioral Assessment Center directly at **1-800-585-1301** or **405/630-1449** for confidential discussion of services available to help with personal problems.