

CHAPTER:	<b>Employee Assistance Program</b>	DATE ADOPTED	NUMBER
<b>EMPLOYEES</b>		August 10, 1999 February 3, 2004 Revised June 11, 2019	308
		<b>SYNOPSIS:</b>	
1	Purpose		
2	Procedure		
1	<p>Purpose:</p> <p>The College recognizes that wide range of problems, not directly associated with one's job, can and does affect an employee's job performance. The range of problems includes, but is not limited to, physical, mental, emotional, or chemical dependency illnesses, legal or financial problems, alcohol or drug abuse, and marital problems. Neither the College nor its employees claims to be expert in the treatment of problems. The College, through its employees, will attempt to serve as an identifier of problems and link between the troubled employee and the appropriate source of help.</p> <p>As a referral source, the College will attempt to encourage employees who appear to fall within one or more of the problem areas to participate in the Employee Assistance Program. The College is not responsible for any damages whatsoever to any employee or third party for its role as referral source in this employee assistance program.</p> <ul style="list-style-type: none"> <li>• To define the College's commitment and obligation to assist employees who are in need of help.</li> <li>• To provide a service that has a single goal of retaining the employee as an efficient and effective contributor of the College.</li> <li>• To inform employees burdened with personal problems, which in the opinion of the College contribute to or result in unsatisfactory job performance that professional assistance will be made available. Help in resolving problems will be conducted in a confidential manner.</li> </ul>		
2	<p>Procedure and Conditions: Identification of employees in need of assistance will be attempted by:</p> <ol style="list-style-type: none"> <li>a. Self-referral: Employees with problems which they feel may affect their work performance are encouraged to seek counseling and information on a confidential basis by contacting their supervisor or the College mental health counselor.</li> <li>b. Supervisor referral: Supervisors will be encouraged to recommend and suggest that employees pursue counseling for excessive absenteeism, inappropriate behavior, or unsatisfactory job performance.</li> <li>c. Other concerned persons are encouraged to provide information on the perceived problem to the employees' supervisor or College mental health counselor.</li> </ol> <p>Once the identification of a possible problem has been made, the employee would receive a referral for a professional evaluation.</p> <p>The College mental health counselor will work with the employee and the appropriate professional source of help to monitor the employee's progress in the program.</p> <p>The employee's participation in the program will be at the employee's expense. A portion or all of the program expense may be covered under an insurance plan with the College. Questions concerning possible coverage through the College should be addressed to the Personnel Office.</p>		