

EMPLOYEE ASSISTANCE PROGRAM POLICY GUIDELINES

The Employee Assistance Program is an expression of the University's continuing interest in the well-being of its employees and represents a recognition of the reality of human problems in the workplace. Many of these difficulties, including substance abuse, job stress, emotional and family problems, are responsive to treatment and rehabilitation. The EAP has as its primary functions:

1. The development of educational programs to promote the health and well-being of employees.
2. The provision of crisis intervention, assessment, and referral services to troubled employees.
3. The provision of on-going training for supervisory personnel in the identification and referral of employees in need of assistance.

The Employee Assistance Program at CSUF is designed to encourage employees to take the initiative for their own health and wellness. It is not intended to in any way alter management's responsibility or authority or union prerogatives. The EAP insures that employees at all levels have the opportunity to obtain professional help in an atmosphere of privacy and confidentiality. Participation in the EAP will not affect future employment or career advancement, nor will participation protect faculty or staff from standard disciplinary action for continued substandard job performance or rule infractions.

Mission Statement

The Employee Assistance Program ("EAP") is a California State University, Fresno effort to maintain and enhance the health, well-being and performance of its employees. In recognition of the reality and impact of human problems in the workplace, the EAP is dedicated to supporting and strengthening the University's educational mission through the provision of professional help for employees' work affecting concerns, in a manner stressing prevention, self-initiative, and confidentiality. The EAP addresses this mission through provisions such as short-term, individual counseling services, supervisory consultation and training, and through the development and coordination of on-campus wellness programs.

Confidentiality

Within limits required by law * confidentiality is assured to all employees who use counsel and referral services. Only the EAP counselor will have access to information provided by an employee. Individual records will be restricted to minimum information required to serve the employee and will be destroyed at termination of the service. The only permanent records will be data collected for statistical use and these will be kept without any individual or identifying references.

No information shared with the EAP director will ever be placed in an employee's personnel file. All record keeping will observe Federal regulations on confidentiality of substance abuse records (42CFR, part 2).

*Laws require reports in cases of child abuse, certain life and death emergencies, court orders.

Referrals

The EAP is designed to encourage all employees to make use of its services as they require and at their own volition. The program will also accept referrals of individuals made by their fellow employees, family members, or supervisors. In no case will any report to the referral source be made without the express written consent of the employee concerned. The EAP program is totally separate from any personnel process and all who use it, or refer others to it, will be advised and assured of that separation.

The Employee Assistance Program Council

The EAP Council members are nominated by appropriate campus entities and appointed by the President. It functions as the consultative body to the Program Director and as the policy-recommending body for the program. The Council does not involve itself in specific cases. The make-up of the Council is as follows:

- a. Five Faculty members.
- b. Three Support Staff members. These should be non-supervisory individuals and should include one member from Academic Affairs, one member from Administration and External Relations and a member from Student Affairs.
- c. One Student Affairs member either supervisory or professional.
- d. One Administrative member (Management Pay Plan) (ex-officio).
- e. One Representative from the Benefits Office, Staff Personnel (ex-officio).
- f. The Director of the Student Health Center (ex-officio).
- g. The Director of the Employee Assistance Program (ex-officio --non-voting).
- h. EAP Secretary (recording secretary --non voting).

The term of office for all appointed Council members is three years (rotating).

At the end of each academic year, the Council will elect, from its voting membership, a chair and vice-chair. The chair has the responsibility of calling and conducting meetings, and setting the Council's agenda. The vice-chair acts in the absence of the chair.

The two officers plus three members elected at large will comprise the Executive Committee of the Council. As nearly as possible, the Executive Committee should reflect the constituencies which make up the Council. The Executive Committee acts on behalf of the Council when the exigence of a situation so warrants and is available to consult with the Employee Assistance Program Director, meeting monthly or more often if necessary, with participation by other Council members, either as individuals or as standing subcommittee or ad hoc committee members. All Council members will be expected to serve on at least one standing subcommittee or ad hoc committee each year. The full Council will meet at the call of the chair, not less than one time per academic semester.

Three (3) unexcused absences from Council or committee meetings during the duration of one's period of service as Council member shall constitute resignation from the Council.

Approved

August 1989