A. The College provides an Employee Assistance Program (EAP) to its full-time employees who have problems or illnesses which may affect their job performance.

B. Such problems may be emotional, behavioral, addiction, or any medical problem. The intent of the EAP is early detection of these problems so that any potential negative impact on the employee and his/her job performance is minimal. Major components of the EAP include short-term counseling and referrals for individuals and their families; supervisory training; employee training; and educational presentations on various topics for all employees.

1. Voluntary Referral

Full-time employees of the College may contact the EAP directly to request services. The EAP does not notify the college that an employee has voluntarily requested and/or received EAP services. The relationship between EAP provider and employee is kept in strictest confidence.

2. Supervisor Referral

a. A supervisor may refer an employee to the EAP for services in the following instances:

   (1) the annual evaluation of an employee reveals a job performance problem which has not responded to normal supervisory intervention;

   (2) an employee is issued a written warning as part of the College corrective discipline process;

   (3) the supervisor believes that the EAP is an appropriate avenue of assistance to an employee and documents the reasons why.

b. The supervisor must inform the employee and the EAP in writing of such a referral. The supervisor is to maintain the confidentiality of this referral and will inform only his/her supervisor(s) that a referral has been made. In addition, the supervisor may wish to contact the EAP for guidance in handling the situation.
c. Once the EAP services are completed, the EAP will contact the supervisor to inform him/her that the services have been provided and will make suggestions for improving performance. While it is not mandatory that the employee seek these services following supervisor referral, not doing so will be noted as part of the employee's evaluation. In addition, the employee will have opportunity to state why he/she chooses not to seek the services of the EAP and to have this statement included as part of his/her evaluation.