



## Ohio Administrative Code Rule 3337-41-130 Employee assistance program.

Effective: July 25, 2016

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The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/41-130.html>

### (A) Overview

This policy provides a service designed to assist faculty and staff in solving a wide range of issues that may or may not be directly related to their job functions, but may have an effect on the individual's job performance. Such issues are often termed "work" or "life" issues. This policy in no way is intended to replace appropriate intervention policies or procedures.

Ohio university will make available to employees and their family members an employee assistance program (EAP) via a third party vendor. All non-student university employees and their family members will have access to the EAP. Use of the EAP is voluntary.

The EAP will provide access to or referrals to counseling services, educational information, or other solutions to work or life issues. Issues can include: family or personal relationship issues; stress related to work or major life events (marriage, divorce, death, accidents, etc.); substance abuse; financial concerns; legal concerns; other mental health issues; etc.

Use of the EAP by specific employees will remain confidential. Information regarding specific use by employees will be held by the third party vendor and remain confidential according to the Health Insurance Portability and Accountability Act (HIPAA) privacy rules and any other related regulatory guidelines. Information that is not subject to privacy laws may be subject to public record law.

The availability of the EAP and its resources will be communicated periodically to employees and supervisors and the families of employees.



Supervisors and co-workers may be encouraged to refer employees to the EAP for assistance or information regarding work or life issues.

However, if a supervisor or co-worker believes a work or life issue is impacting the performance of an employee to a point where more severe intervention may be necessary, the supervisor should contact the employee and labor relations area in university human resources for guidance regarding potential intervention and the potential use of or referral to the EAP.

(B) Process

University human resources (UHR) will periodically place out for bid a contract for a third party vendor to provide EAP services to employees and their family members.

Upon award of the contract, UHR will communicate the availability of the EAP to employees and their family members. UHR will work with the EAP vendor to furnish reports for the university regarding the frequency of use by employees and family members, and the types of issues involved. UHR will partner with the EAP to provide educational pieces or solutions to issues that may become prevalent. For example, if the EAP reports a high volume of contact regarding elder care issues, the UHR and the EAP may decide to provide programs or services dedicated to elder care issues or collaborate with existing campus or community programs regarding the issue.

Supervisors and co-workers are encouraged to refer fellow employees to the EAP for assistance with work or life issues. However, as stated in part (A) of this policy, if a supervisor or co-worker believes a work or life issue is impacting the performance of an employee to a point where more severe intervention may be necessary, the supervisor or co-worker should contact the employee and labor relations area in university human resources for guidance regarding the appropriate processes or use of or referral to the EAP.

The following policies should be consulted as appropriate:

(1) Policy 41.133.



(2) Policy 41.135.

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