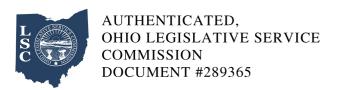


## Ohio Administrative Code

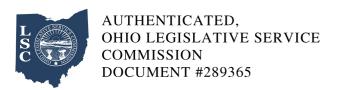
Rule 3342-6-09.2 Administrative policy regarding to employee assistance program.

Effective: March 1, 2015

- (A) Purpose/mission. The effectiveness of the university depends on the effectiveness of its faculty and staff. The Kent state university employee assistance program (EAP) is a free and confidential service designed to help retain and restore employees who have job performance problems or are likely to as a result of personal difficulties.
- (B) Scope. Areas of personal difficulty include, but are not limited, substance abuse, financial, legal, emotional, psychological, family, marital, stress, bereavement and other types of personal problems.
- (C) Eligibility. The program is available to faculty, staff and immediate family members wishing to discuss concerns about themselves, family members, or other aspects of their life.
- (D) General guidelines.
- (1) Participation in the program is voluntary and a request for help with personal problems will not jeopardize employments and/or promotional opportunities.
- (2) Administrators/supervisors are encouraged to make a referral to the EAP when they have reason to believe personal difficulties may be influencing the productivity of their department or interfering with the well-being of an individual.
- (3) Utilizing the employee assistance program is not meant to replace existing administrative or disciplinary procedures.
- (4) Faculty and staff are expected to correct any substandard performance whether or not they use the program.
- (E) Methods. A professional third-party provider is contracted to:



- (1) Offer confidential assessment interviews that clarify the nature of the personal problem(s) and referring to prescreened public and private community resources for further evaluation or on-going assistance;
- (2) Provide training programs for supervisors and administrators on the functions and services provided by the employee assistance program including how and when to refer;
- (3) Offering individual consultations with supervisors and administrators regarding concerns about an individual's well-being and/or performance; and
- (4) Provide on-going educational programming through the distribution of pertinent literature and/or the scheduling of speakers.
- (F) Confidentiality. EAP records and discussions are confidential. Information held by the contractor may only be released under the following circumstances:
- (1) An individual signs a consent form requesting the employee assistance program staff release certain information to certain individuals:
- (2) A medical emergency arises requiring information necessary to assist with an individual's care;
- (3) Where child abuse/neglect is suspected by or reported to the employee assistance program staff; or
- (4) Where release is required by law, e.g., an individual is perceived by the EAP staff as being of danger to themselves or others.
- (G) Access. Faculty, staff and family members have direct access to the program or, in the case of faculty and/or staff, a supervisor/administrator may assist with the scheduling of an appointment.
- (1) It is not the responsibility of the administrator/supervisor to know how to assess or solve employee personal problems. A referral to the FSAP should be made rather than an attempt to diagnose or treat any personal problems that are brought to their attention. Recognizing that there is a



performance deficiency, that it may be related to outside influences and that is free, confidential and professional help available is how the administrator/supervisor can best serve the interest of the employee and those of the university. Hesitating to recognize and discuss declining performance may only prolong the substandard performance and personal difficulties.

- (2) The contractor will make services available to employees on a twenty-four-hour, seven-day basis.
- (3) It is the right of every employee to use the employee assistance program without fear of reprisal or retaliatory action.
- (H) Organization. The manager of university benefits or designee will be the universitys liaison to the contractor. The program may receive guidance from an advisory committee.