



## Ohio Administrative Code Rule 3364-25-20 Employee assistance program.

Effective: November 3, 2016

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### (A) Policy statement

The university of Toledo's employee assistance program ("EAP") offers confidential and professional care to employees and their families who are affected by a variety of personal problems, such as emotional stress, family problems, marital or financial difficulties, and substance abuse. We believe that with the assistance of an independent contracting organization providing employee assistance services, many problems can be successfully resolved before they begin to have an adverse effect on the individual at the workplace.

### (B) Purpose of policy

The purpose of the policy is to advise and educate employees about "EAP" and how to seek and utilize the services of the "EAP."

### (C) Procedure

(1) Employees and/or dependents (spouse, children or a member of the employee's household) are encouraged to voluntarily seek assistance and utilize "EAP" when they believe a personal problem has become unmanageable.

(2) An employee may be referred to "EAP" by oneself, family member, co-worker, supervisor, or the department of human resources. However, participation in "EAP" is voluntary and will remain the responsibility of the employee. The decision to accept or reject assistance will not, of itself, jeopardize his/her employment or advancement opportunities. A referral does not mandate that the employee use the service.

(3) "EAP" discussions and records of discussions or participation in "EAP" are considered privileged communication protected by and only released under federal and state confidentiality laws. Records



of employee participation in "EAP" will not be made part of the personnel records without written consent of the individual receiving services.

(4) "EAP" is available to all employees and their family members. It is recognized that problems with dependents and other family members can adversely affect an employee's ability to function on the job.

(5) Employees who are participating in "EAP" are expected to meet existing job performance standards. Participation in "EAP" does not exempt an employee from appropriate corrective action. However, it is intended that this program will assist employees in resolving personal problems before such problems can lead to work-related difficulties.

(6) The employee should contact department of human resources for information on accessing providers.