

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 5.000
<b>5.022 Employment Assistance Program (EAP)</b>	<b>Human Resources</b>

**Policy Statement.** The University of North Texas at Dallas has a strong commitment to the health, safety, and welfare of its employees and their families. In order to promote the mental health and wellbeing of its employees, the University provides a comprehensive resource designed to offer confidential professional counseling assistance to faculty and staff members who are experiencing personal problems that affect their work performance.

**Application of Policy.** This policy applies to all regular faculty and staff members.

**Definitions.**

1. **Spouse.** “Spouse” means a person in a legally recognized union of two individuals in a marital relationship, including a common law marriage as recognized by the law of the State of Texas.
2. **Regular Faculty.** “Regular Faculty” means a faculty member appointed for at least 50 percent time for at least 4 ½ continuous months.
3. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
4. **Immediate Family Members.** “Immediate Family Members” means those individuals who reside in the employee’s household and are related by kinship or adoption or who are spouses as well as foster children certified by the Texas Department of Protective and Regulatory Service. Minor children of the employee, whether living in the same household or not, will be considered immediate family for purposes of this policy.

**Procedures and Responsibilities.**

1. **Employee Assistance Program (EAP).** The overall objective of the EAP is to maximize employee functioning in personal matters and on the job. The EAP provides problem assessment, diagnosis, referral and short-term counseling, including a limited number of psychological counseling sessions per life event in a contract year. These sessions may be utilized by the employee and the employee’s immediate family members. Services are available on a self-referral and, under special disciplinary circumstances, management-referral basis.

**Responsible Party:** Human Resources

2. **Confidentiality.** All services provided under the Employee Assistance Program are strictly confidential to the extent allowed by law.

Such information will not be made a part of the employee's personnel records. The University will have no other record of these services. Participation does not jeopardize an employee's job security, promotional opportunities or reputation.

Responsible Party: Human Resources

3. **Employee Responsibility.** It is the responsibility of employees to recognize that personal matters may be the cause of performance concerns at work. Except when management officials refer an employee to EAP for assessment, the employee has the choice of making a self-referral or accepting the referral to the EAP. If the referral is made or accepted, it is the individual's responsibility to make appointments and to pursue the counselor's recommended course of treatment. Staff employees must understand, however, that if job performance is not improved, normal disciplinary procedures will be followed.

Responsible Party: Employees

4. **Supervisor's Responsibility.** It is the supervisor's responsibility to recognize that an individual's work performance can be affected by personal matters and to effectively use the EAP when performance concerns are not corrected through normal supervisory attention. Supervisors should make sure employees are aware of the services provided by the EAP. Supervisors are not expected to diagnose or treat the personal issues of their employees. If performance problems are corrected, no further action is taken. If problems arise, normal disciplinary procedures will be followed.

In cases, such as with substance abuse, management-referral to the EAP may become a condition of employment. Such an assessment should be made in conjunction with the Human Resources Department. In order to protect the confidentiality of participation in the EAP, written referrals should not state that the employee is referred for disciplinary or performance reasons and should not state the reason(s) for the referral.

Responsible Party: Supervisor and Human Resources

**References and Cross-references.** None.

Approved: 8/31/2010

Effective: 8/31/2010

Revised: 1/29/2014, 8/26/16