

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Employee Assistance Program Policy

SRSU Policy ID: APM 5.11

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Finance and Operations

Approval Date: July 01, 2016

Next Review Date: July 01, 2021

An employee who believes that a personal problem may be affecting job performance is encouraged to use the Employee Assistance Program (EAP). Sul Ross State University offers short-term counseling and referral services to an employee or an employee's immediate family member (as defined in Sick Leave). Short-term counseling services (when appropriate) are provided at no cost to the employee. Additional costs to the employee may result from referral. Some costs may be covered by the employee's health insurance.

- A. An employee wishing to use the EAP may call Counseling Services to schedule an appointment with a professional counselor.
- B. The EAP is completely confidential. The only exceptions to the guarantee of confidentiality are cases involving life-threatening situations or legal mandatory reporting requirements (for example, child abuse). Participation in the program is not included in an employee's personnel file, and retaliation as the result of participation in the program is prohibited.
- C. Absence for EAP Counseling

The following guidelines apply to an employee attending EAP counseling during work hours:

- 1. The employee may attend an EAP counseling session without using leave if the employee notifies the supervisor about the EAP session.
- 2. An employee attending EAP counseling who wishes not to tell the supervisor about the session:
 - a. may use sick leave for counseling (as if seeing a physician); or
 - b. may use annual, compensatory, overtime leave, or leave without pay for any EAP counseling.