Information

Employee Assistance Program

Effective

May 1, 1992

Number

PER-1.19

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502-852-6258
Email: askhr@louisville.edu

History

Revision Date(s): October 27, 2017 (change of address for Human Development Co.); December 14, 2021 (minor edits); August 24, 2022 (minor edit); May 8, 2024; April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016

Categories

Statement:

PROGRAM GOAL STATEMENT

The objective of the Faculty/Staff Employee Assistance Program is to reduce problems in the workforce and to retain valued employees. We recognize that problems of a personal nature can have an adverse effect on an individual's job performance. It is also recognized that personal problems can be dealt with most successfully when identified early and referred to appropriate care. Responsibility for the resolution of personal problems that may affect performance rests with the individual. The Employee Assistance Program (EAP), however, provides assistance through special arrangements with an outside counseling resource. The program deals with the broad range of human problems such as emotional/behavioral, family and marital, alcohol and/or drug, financial, legal, and other personal problems.

All levels of management should be aware of this resource and encourage faculty and staff with performance problems to use this resource when appropriate to assist in resolving performance problems related to personal problems.

The program provides problem assessment, some short-term counseling, and referral through an independent, private service provider agency under contract to the university. Costs for services of this provider are covered by the university. Costs of other services including those provided on a referral basis by others which are not covered by insurance or other benefits, are the responsibility of the faculty or staff member.

Related Information:

PROGRAM GUIDELINES

The guidelines for the use of this program are as follows:

A. The program is available to all permanent faculty, staff, and administrators of the university no matter what their rank, job title or responsibilities. The program is also available on a self-referral basis. The individual should contact the service provider under contract to the university.

B. A faculty or staff member's participation in the program will not adversely affect promotion, disciplinary, or performance decisions of the university.

C. All records and discussions of personal problems will be handled in a confidential manner. These records will be kept by the designated counseling resource and will not become a part of the faculty's, staff's, or administrator's personnel file.

D. Individuals with performance problems are to be encouraged to seek assistance from the service provider to determine if personal problems are contributing to the unsatisfactory performance. If performance problems are corrected, no further action will be taken. If performance problems persist, the individual will be subject to normal corrective procedures, regardless of program participation or non-participation.

E. Absences due to participation in the Employee Assistance Program are to be handled in accordance with established personnel policies pertaining to the use of annual and sick leave, personal time, and leaves of absence.

F. This program does not alter or replace existing administrative policy or contractual agreements, but serves to assist in their utilization. The university expressly reserves the right to cancel this program at any time.

CURRENT SERVICE PROVIDER

The current service provider under contract with the university to assist permanent faculty and staff is Anthem EAP, which can be reached at 1-800-865-1044 or AnthemEAP.com.