

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 125</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Employee Assistance Program	
<b>Revised Date:</b>	December 11, 1998	

## Employee Assistance Program

### I. PURPOSE

To provide information regarding employee assistance services.

### II. SCOPE

Applies to all regular University Enterprises, Inc. (UEI) employees.

### III. POLICY

It is the policy of UEI to provide employees with the option of using the Sacramento State Employee Assistance Program (EAP) for assistance regarding work-related, personal, individual, career, administrative or relationship problems.

The Sacramento State EAP operates as a confidential assistive program. Employees may directly contact the EAP in person or by calling 278-5018. It is important to note that employees are not required to inform their managers/supervisors of their contacts with the EAP.

If a problem is affecting job performance, the employee is responsible for resolving the problem in a reasonable length of time and subsequently improving his or her performance as a condition of continued employment. During this time, the manager/supervisor may defer any disciplinary action if he or she determines the employee is demonstrating corrective behavior(s) and finds such a deferral to be appropriate. As necessary, the manager/supervisor may suggest that the employee seek help through the EAP.

### IV. PROCEDURES AND RESPONSIBILITIES

Personal difficulties or problems, which may negatively affect job performance, include marital, family, emotional, stress, alcohol/drug use, interpersonal, medical, financial, and legal problems.

- A. Employees experiencing personal problems may consider any of the following:
  1. seek assistance from their manager/supervisor,
  2. contact the Human Resources staff and as desired the UEI Executive Director, and
  3. contact the Sacramento State EAP.
- B. Managers/supervisors should be alert to problems affecting their employees' job performance. Some indications of difficulties or problems may include excessive absenteeism, changes in behavior, attitude, and negative job performance.
- C. After discussion with the employee, the manager/supervisor may wish to refer the employee to the EAP.
- D. If an employee decides to access treatment services, it is his or her personal and financial responsibility. Some employees may have such services covered as part of their medical or health insurance.

- E. Communication between employees, managers, supervisors, Human Resources, the EAP and professional counselors or agencies should be kept confidential, except to the degree necessary to protect the safety of the employee or others, or to protect the security of UEI property.
- F. Referral to the EAP does not constitute a waiver of UEI's right to invoke disciplinary measures for misconduct or unsatisfactory performance when UEI deems it appropriate.

**VI. RELATED POLICIES**

- Policy No. 520      Family Medical Leave
- Policy No. 545      Personal Leaves of Absence
- Policy No. 635      Employee Discipline
- Policy No. 705      Complaint Procedure