

UTMB HANDBOOK OF OPERATING PROCEDURES

Section 3	Human Resources Department	12/1/90 - Originated
Subject 3.8	Employee Health (Employee Assistance and Wellness)	03/07/13 - Reviewed w/ changes - Reviewed w/out changes
Policy 3.7.3	Employee Assistance Program (EAP)	04/08/13 - Effective Employee Assistance - Author

Employee Assistance Program

Policy

The Employee Assistance Program (EAP) provides confidential, professional assistance to help UTMB employees and their immediate family members resolve problems that affect their personal lives or performance on the job.

UTMB complies with applicable federal and state laws and regulations, and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information or veteran status.

Application

UTMB recognizes that alcoholism, drug dependency, and emotional problems are illnesses for which there are effective treatments and rehabilitation. UTMB supports any employee seeking appropriate assistance for these or other problems, through the EAP.

Confidentiality

Confidentiality is guaranteed to any employee who uses the services of the program. The specific nature of an employee's problem will not be discussed with supervisors or any other employee. Any records maintained by the EAP will be secured. Only employees of the EAP will have access to these records. Any contact between the EAP and an employee is confidential, unless the employee releases the EAP to provide information to a supervisor or a treatment provider. The only circumstance under which confidentiality may be suspended is if, in the judgment of EAP staff an employee represents a threat to himself or others, or unless otherwise required by law. EAP staff aware of child or elder abuse must report the employee to the proper authorities.

Self-Referrals

Employees are encouraged to seek assistance for a personal problem by contacting the EAP staff before job performance is impaired. Problems treated early are usually simpler to resolve. Self-referrals are confidential, and no contact is made between the EAP and supervisors.

Supervisors may refer employees to the EAP based on deteriorating or unsatisfactory job performance. An employee is expected to accept a referral to the program and attend the initial appointment. The decision to accept subsequent referrals for treatment are voluntary, and are the personal responsibility of the employee. Supervisory referrals may be made by contacting the EAP in person or by telephone.

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Job Performance

1. Employees will not be discriminated against because of their utilization of the EAP.
2. The EAP supplements, but does not replace, the existing procedures for dealing with deteriorating or unsatisfactory job performance.
3. Persons participating in the program will be expected to meet existing job performance standards and established work rules. As long as the employee's job performance is acceptable, no disciplinary action will be taken if an employee chooses not to accept the assistance offered. However, regardless of whether or not an employee seeks help through the EAP, the usual disciplinary procedures for poor job performance will be followed if an employee's job performance continues to be unsatisfactory by Human Resources.

References

IHOP 3.1.9 Discipline, Dismissal and Appeal for Classified Employees