

POLICY 8.33 – Employee Assistance Program

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: September 10, 1999

Revised: (NEW)

POLICY

- 1.00 UWO shall maintain its Employee Assistance Program (EAP) which shall continue to offer free, confidential and professional counseling service to employees. The counseling shall continue to be provided at an off campus location by an independent agency not affiliated with UWO.
- 2.00 Participation in the EAP shall be open to all Regular Full-time employees and remain strictly voluntary and confidentiality shall be strictly maintained unless an employee waives that right in writing.
- 3.00 Utilization, or non-utilization, of the EAP by an employee shall not interfere with that employee's position, employment or opportunities for promotion or advancement within the UWO in any way.
- 4.00 Any employee who identifies the need to seek assistance through the EAP may contact the EAP Provider directly. Information on how to contact an EAP counselor shall be directed to all eligible employees by means of posters, notices, brochures, etc. It shall also be made available, on a confidential basis, from the Staff/Faculty Health Services Office and Human Resources.
- 5.00 Initial contact with an EAP counselor must be initiated by the employee. The counselor may not initiate contact with an employee on the basis of a referral by a Supervisor, co-worker, family member, etc.
- 6.00 Absences from work necessary to attend EAP counseling sessions will be treated as other health care appointments under Policy 8.19.
- 7.00 The employee may choose to advise UWO that treatment is being undertaken and/or to provide the estimated duration of treatment. Only upon the employee's written request and authorization will such information be provided by the counselor to UWO, and the release of such information shall be authorized by the employee in writing and shall include only the fact that counseling is occurring and the length thereof.
- 8.00 Any such information communicated by the EAP counselor to UWO shall be in written form, and the information shall not be sent unless an employee is given the opportunity to review the information before it is sent to UWO and thereafter approves it for distribution to UWO.