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## POLICY STATEMENT 56 EMPLOYEE ASSISTANCE PROGRAM

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### POLICY DIGEST

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Primary Monitoring Unit: Human Resources  
Initially Issued: May 26, 2007  
Last Revised: July 1, 2017 (format updated March 18, 2022)

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### I. PURPOSE

14 The LSU Eunice Employee Assistance Program provides employees and their families with  
15 opportunities to obtain assistance for a variety of personal problems that may affect their  
16 continued functioning as productive members of the University community and society. The  
17 program is designed to identify a problem at the earliest possible stage, motivate the employee  
18 or family member to seek help, and offer directions to the appropriate assistance.

19 The LSU Eunice Employee Assistance Program will educate employees through informational  
20 pamphlets, brochures, and workshops. LSU Eunice will provide training opportunities for  
21 supervisors which will promote awareness and ability to recognize the symptoms of various  
22 problems and concerns that may affect employees of the University.

23 Issues addressed by this program may be psychological, psychiatric, or substance-abuse in  
24 nature and can include, but are not limited to: alcohol and drug problems, legal issues,  
25 bereavement, anxiety disorders, depression and mood changes, family conflicts, job crisis,  
26 eating disorders, adolescent behavioral problems, marital problems, stress at home and work,  
27 threatening and destructive behaviors, and financial debt counseling.

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### II. EMPLOYEE ASSISTANCE RESOURCE CENTER

29 The LeDoux Library maintains an Employee Assistance Resource Shelf on the second floor.  
30 Informational pamphlets, brochures, and books are available on a variety of topics including  
31 substance abuse, parenting, legal difficulties, financial debt management, eating disorders,  
32 stress management, and grief issues.

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### III. GENERAL POLICY

34 The University encourages all members of the university community to live in a responsible and  
35 healthy manner.

36 When personal problems of employees affect job performance, LSU Eunice has reason to be  
37 legitimately concerned. The University stands ready to provide support and assistance for those  
38 who experience problems that they cannot resolve without the help of professionals.

39 Behavioral problems requiring assistance include alcohol abuse, drug abuse, marital or family

40 distress, mental illness, emotional, financial, or legal problems. If an employee does not seek  
41 help independently for a behavioral problem, it will be the responsibility of the supervisor to refer  
42 the employee to treatment to ensure that the employee will have the benefit of diagnosis and  
43 treatment. It is the employee's responsibility to cooperate in the designated treatment or  
44 rehabilitation plan. After a reasonable opportunity for progress, discipline, up to and including  
45 job dismissal, may occur unless there is noticeable improvement in job performance. If the  
46 employee refuses diagnosis and treatment, it will result in immediate termination.

47 Guidance and assistance regarding procedures is offered through the Office of Human  
48 Resources.

#### 49 **IV. OPERATING PROCEDURES**

50 By arrangement with The Counseling Center of South Louisiana TCC located in Eunice, the  
51 University offers services to its employees and their families. There is no cost for the first three  
52 sessions conducted by TCC. Any subsequent costs are the responsibility of the employee. If  
53 further treatment or assistance is necessary after the initial referral, TCC will provide options for  
54 the employee to consider regarding alternatives and costs. Some costs may qualify for  
55 coverage under your health insurance benefits.

56 Referrals into the EAP Program may be initialized on a voluntary basis by the employee or the  
57 family by making contact with the EAP representative at TCC. Other referrals may either be  
58 suggested or mandated by the employee's supervisor by the same procedure. Before referring  
59 the employee to TCC, the supervisor should confer with his/her immediate supervisor, then  
60 meet with the employee. The administrator should conclude with a strong recommendation that  
61 the employee use the services of the EAP on a confidential basis. The employee should be  
62 informed that failure to improve job performance will result in other stern disciplinary action, up  
63 to and including termination. The employee should also be informed that a letter covering the  
64 significant points of the meeting will be forthcoming. The supervisor may offer to make the  
65 appointment with TCC for the employee or may directly contact TCC and inform the agency that  
66 a referral has been made. The supervisor may follow up by asking TCC if the appointment was  
67 kept, and if so, the progress made by the employee.

68 As for any illness, sick leave will be granted for the purpose of treatment or rehabilitation. Any  
69 expenses incurred in seeking assistance (after the three initial/referral sessions) will be the  
70 responsibility of the employee. Leave used to accomplish recovery may be subject to the  
71 regulations of the Family and Medical Leave Act of 1993.

#### 72 **V. PARTICIPATION**

73 An employee or family member may participate in the Employee Assistance Program on his or  
74 her own initiative with full assurance of confidentiality by telephoning The Counseling Center of  
75 South Louisiana at 337-457-3000. Any employee mandatorily referred to treatment will be asked  
76 to sign a confidentiality release to allow TCC to report back to LSU Eunice the employee's  
77 progress and participation in the program.