

**SUBJECT: Employee Assistance Program**

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**PURPOSE**

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2 The LSU Eunice Employee Assistance Program provides employees and their families with  
3 opportunities to obtain assistance for a variety of personal problems that may affect their continued  
4 functioning as productive members of the University community and society. The program is  
5 designed to identify a problem at the earliest possible stage, motivate the employee or family  
6 member to seek help, and offer directions to the appropriate assistance.  
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8 The LSU Eunice Employee Assistance Program will educate employees through informational  
9 pamphlets, brochures, and workshops. LSU Eunice will provide training opportunities for  
10 supervisors which will promote awareness and ability to recognize the symptoms of various  
11 problems and concerns that may affect employees of the University.  
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13 Issues addressed by this program may be psychological, psychiatric, or substance-abuse in nature  
14 and can include, but are not limited to: alcohol and drug problems, legal issues, bereavement,  
15 anxiety disorders, depression and mood changes, family conflicts, job crisis, eating disorders,  
16 adolescent behavioral problems, marital problems, stress at home and work, threatening and  
17 destructive behaviors, and financial debt counseling.  
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**EMPLOYEE ASSISTANCE RESOURCE CENTER**

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20 The LeDoux Library maintains an Employee Assistance Resource Shelf on the second floor.  
21 Informational pamphlets, brochures, and books are available on a variety of topics including  
22 substance abuse, parenting, legal difficulties, financial debt management, eating disorders, stress  
23 management, and grief issues. Additional limited resources may be obtained from the Office of  
24 Student Affairs (A-112) as well as counseling services. Packets will be provided for supervisory  
25 personnel to assist them in recognizing symptoms of various problems or concerns which may  
26 affect the well being of employees of the University.  
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**GENERAL POLICY**

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30 The University encourages all members of the university community to live in a responsible and  
31 healthy manner.  
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33 When personal problems of employees affect job performance, LSU Eunice has reason to be  
34 legitimately concerned. The University stands ready to provide support and assistance for those  
35 who experience problems that they cannot resolve without the help of professionals.  
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37 Behavioral problems requiring assistance include alcohol abuse, drug abuse, marital or family  
38 distress, mental illness, emotional, financial, or legal problems. If an employee does not seek help  
39 independently for a behavioral problem, it will be the responsibility of the supervisor to refer the

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40 employee to treatment to insure that the employee will have the benefit of diagnosis and treatment.  
41 It is the employee's responsibility to cooperate in the designated treatment or rehabilitation plan.  
42 After a reasonable opportunity for progress, discipline, up to and including job dismissal, may occur  
43 unless there is noticeable improvement in job performance. If the employee refuses diagnosis and  
44 treatment, it will result in immediate termination.

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46 Guidance and assistance regarding procedures is offered through the Office of Student Affairs.

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48 **OPERATING PROCEDURES**

49 By arrangement with The Counseling Center of South Louisiana TCC located in Eunice, the  
50 University offers services to its employees and their families. There is no cost for the first three  
51 sessions conducted by TCC. Any subsequent costs are the responsibility of the employee. If  
52 further treatment or assistance is necessary after the initial referral, TCC will provide options for the  
53 employee to consider regarding alternatives and costs. Some costs qualify for coverage under the  
54 State Employees Group Benefits Insurance Program through Magellan Behavioral Health. Special  
55 arrangements will be provided by the treatment agency for those employees who qualify for public  
56 assistance.

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

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

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76 **PARTICIPATION**

77 An employee or family member may participate in the Employee Assistance Program on his or her  
78 own initiative with full assurance of confidentiality by telephoning The Counseling Center of South

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79 Louisiana at 337-457-3000 or the Campus Employee Assistance Coordinator at 550-1217 or  
80 extension 217. Any employee mandatorily referred to treatment will be asked to sign a  
81 confidentiality release to allow TCC to report back to LSU Eunice the employee's progress and  
82 participation in the program.