

**Procedure Title: Employee Assistance Program Procedure**  
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**Board Policy Reference: IV.B.**

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**Accountable Administrator: Director Human Resources**  
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**Purpose/Principle/Definitions:**

- I. Purpose of the Employee Assistance Program (EAP): Blue Mountain Community College recognizes that there is a wide variety of personal problems that could potentially affect an employee's health, productivity and general well-being. Some of these problems include: marital or family difficulties; depression; anxiety; dependence on alcohol or other substances or working/living with someone who is chemically dependent; job stress; financial, legal or medical problems; and, suicidal thoughts and behaviors, to name only a few. It is in the interest of BMCC to provide a resource to all faculty and staff so that the above problems can be addressed in a professional and confidential manner. These problems could have a devastating impact on one's personal and professional well-being. The purpose of the EAP is to address these problems in an attempt to minimize their impact and to provide an opportunity for personal growth.
  
- II. Program Guidelines
  - a. EAP Services:
    - i. The EAP is a free confidential benefit that can assist with problems that interfere with an employee's day-to-day activities. This confidential service provides telephone contact and/or face-to-face sessions as needed to assist in completing an intake, assessment and referral.
    - ii. There is no charge to the eligible employee or their eligible family members for telephone contacts or for face-to-face session with an EAP professional. If there is a need for additional assistance, the

provider will assist with referring the eligible employee or their eligible dependents to the most appropriate, cost-effective services available. Some services may be covered in part by the employee's chosen health insurance plan.

- iii. Contact with the EAP is completely confidential. No information is disclosed to anyone outside the EAP without the employee's written consent. Exceptions to one's right to confidentiality are prescribed by federal law. These include child and elder abuse or endangering or posing a threat to self or others. Note: Employees who file a workers' compensation claim are giving written consent for their records to be released.
- iv. Employees can access the EAP by calling the provider's confidential toll-free line and identifying themselves and their employer. Employees will be expected to determine whether they wish to speak with a professional immediately, to have the professional return the call at a more convenient time, or to schedule an in-person appointment.
- v. The provider is available for crisis counseling 24 hours a day, seven days a week, 365 days a year.

### III. Scope of Clients

- a. The EAP provides assessment, referral, and/or counseling services on a confidential basis to all eligible employees who seek these services. This includes full-time, part-time, and contract employees. Services provided are the same for both self-referred and other-referred employees. Services are also provided to family members of employees whenever the caseload allows.

### IV. Intervening with an Employee who is Suspected of Being Unfit-for-Duty:

- a. The appropriate action for a supervisor who has reasonable suspicion that an employee is currently unfit for duty is to make an immediate referral for a medical evaluation, according to the guidelines below:
  - i. The employee who appears to be unfit for duty is to be immediately referred to the local hospital emergency room for a fitness-for-duty evaluation. If the employee refuses to go, a family member is to be contacted and arrangements made for the employee to be picked up from work. **NOTE: DO NOT ALLOW THE EMPLOYEE TO DRIVE.** Depending on the circumstances, it may be necessary to call an ambulance or the local law enforcement agency.
  - ii. Have someone call the hospital in advance of taking the employee for the evaluation.

The employee is required to give the attending physician permission to inform the supervisor of whether the employee (a) is able to return to work, conditionally or unconditionally; (b) is being hospitalized; (c) is being referred to another healthcare provider; or (d) has been advised to go home and remain on bedrest until seen and released by a healthcare provider.