


<p><b>Name of Policy:</b> Employee assistance program</p> <p><b>Policy Number:</b> 3364- 25-20</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Chief Human Resources Officer</p> <p><b>Scope:</b> The University of Toledo – All Campuses</p>	 <p><b>Effective date:</b> June 27, 2022</p> <p><b>Original effective date:</b> December 15, 2010</p>				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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(A) Policy statement

The University of Toledo provides an employee assistance program (“EAP”) to provide additional health and wellness benefits to its employees and employee’s families. EAP services are confidential and include mental health counseling, legal and identity theft services, wellness resources, life coaching, financial planning and training. Many issues can be successfully resolved before they have an adverse effect on the employee in the workplace by utilizing an employee assistance service.

(B) Purpose of policy

The purpose of the policy is to advise and educate employees about the EAP and how to seek and utilize the services of the EAP.

(C) Procedure

- (1) Employees and/or dependents (spouse, children, or a member of the employee's household) are encouraged to voluntarily seek assistance and utilize EAP when they believe a personal problem has become unmanageable.
- (2) An employee may be referred to EAP by oneself, family member, co-worker, supervisor, or the department of human resources. Participation in EAP services are voluntary and will remain the

responsibility of the employee. Management referrals to the EAP may be part of a performance improvement plan. The decision to accept or reject assistance will not, of itself, jeopardize his/her employment or advancement opportunities. A referral does not mandate that the employee use the service.

- (3) EAP discussions and records of discussions or participation in EAP are considered privileged communication protected by and only released under federal and state confidentiality laws. Records of employee participation in EAP will not be made part of the personnel records without written consent of the individual receiving services.
- (4) EAP is available to all employees and their family members.
- (5) Employees who are participating in EAP are expected to meet existing job performance standards. Participation in EAP does not exempt an employee from appropriate corrective action. However, it is intended that this program will assist employees in resolving personal problems before such problems can lead to work-related difficulties.
- (6) The employee can find EAP contact information on Human Resources webpage.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. President</p> <p><u>June 27, 2022</u> Date</p> <p><i>Review/Revision Completed by:</i> Chief HR Officer, Senior Leadership Team</p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• 3364-25-20, effective date September 13, 2013</li> </ul> <p>Initial effective date: December 15, 2010</p> <p>Review/revision date: September 13, 2013; February 15, 2019; March 14, 2019; June 27, 2022</p> <p>Next review date: June 27, 2025</p>
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