



POLICY STATEMENT 59 EMPLOYEE ASSISTANCE PROGRAM

POLICY DIGEST

Monitoring Unit: Office of Human Resource Management
Initially Issued: October 31, 1996
Last Revised: May 2, 2022

I. PURPOSE

To provide employees and their families with opportunities to obtain assistance for a variety of personal problems, which may affect their continued functioning as productive members of the University community or society at large.

The Employee Assistance Program (EAP) is a confidential referral service managed by the EAP Coordinator within the Office of Human Resource Management with professionally certified medical providers who are experienced in a wide range of issues including relationship, conflict, family concerns, and alcohol or drug dependence.

II. GENERAL POLICY

Personal problems of employees which result in unacceptable behavior or which affect or may affect the workplace, are a legitimate concern of Louisiana State University. Further, the LSU encourages all members of the University community to live in a responsible and healthy manner.

Research supports the conclusion that the majority of unacceptable workplace behavior is related to substance abuse and other treatable medical/behavioral problems. Employees with these problems are responsible for most absenteeism, injuries, inferior work, unsound decisions, conflict with co-workers, thefts from employers, poor public relations and many other job performance shortcomings that result in direct costs to the University and which serve as an imposition on co-workers and those the University serves.

III. OPERATING PROCEDURES

The University offers EAP services to its employees. Examples of issues addressed by this program include: alcohol and drug dependency problems, anxiety disorders, depression and mood changes, family conflicts, job crisis, eating disorders, adolescent behavioral problems, marital problems, stress at home and work, threatening and destructive behaviors, and financial concerns.

An employee or family member may contact providers on their own initiative (self-referral) with full assurance of confidentiality. The employee pays the cost of these services including the initial referral. Some costs may qualify under University sponsored health insurance plans. Employees can contact the EAP coordinator in HRM to request a list of providers that specialize in the treatment they are seeking.

IV. ADMINISTRATIVE REFERRAL

Although contact with providers is usually voluntary, referral to a provider may sometimes be required. If an employee's work performance is inadequate or deficient; his or her behavior is aberrant or otherwise outside commonly accepted standards of conduct, or if there is reason to believe a threat of violence exists or may exist, that employee may be directed to participate in an evaluation by provider. Failure or refusal by an employee to complete the conditions of an administrative referral to the EAP will result in the implementation of the appropriate disciplinary process.

University administrators and supervisors attempting to have employee behavioral problems addressed should consult with the Office of Human Resource Management for assistance with specific procedures required for Administrative Referral. It is essential that supervisors and administrators deal only with acceptable workplace behavior and avoid giving advice to employees regarding specific medical, emotional or substance abuse problems.

Questions concerning the Employee Assistance Program should be referred to the LSU EAP Coordinator in the Office of HRM: 110 Thomas Boyd Hall; 225-578-8200.