UNIVERSITY POLICY

SUBJECT:	HUMAN RESOURCES		TITLE:	EMPLOYEE ASSISTANCE PROGRAM	
CATEGORY: Check One	Board of Trustees ☐	Presidential ☒	Functional ☐	School/Unit ☐	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Human Resources	
CODING:	00-01-30-45:05	ADOPTED:	12/15/98	AMENDED:	01/12/10
				LAST REVIEWED:	01/12/10

I. PURPOSE

To offer professional counseling assistance to all UMDNJ staff members and their family members who may experience personal or emotional difficulties which may affect job performance. UMDNJ has contracted with University Behavioral HealthCare to provide this free and confidential service.

II. ACCOUNTABILITY

Under the direction of the President, the President/CEO for University Behavioral HealthCare shall ensure compliance with this policy. The Deans, Presidents/CEOs and Vice Presidents shall implement this policy.

III. REFERENCES

Employees with Impairments 00-01-30-45:00

IV. APPLICABILITY

The Employee Assistance Program (EAP) is offered to all regular full and part-time UMDNJ staff members and their family members.

V. BACKGROUND

The University of Medicine and Dentistry of New Jersey recognizes that at times employee job performance may be affected by marital or family distress, substance abuse, legal problems or other concerns which can be treated successfully, particularly when identified early. Early identification, treatment and resolution serve to minimize human costs and the potential of difficulty with job performance. It is within this context that the University's Employee Assistance Program (EAP) was developed.

VI. POLICY

A. Requirements:

1. UMDNJ encourages staff members and members of their household to utilize the professional counseling services available through the Employee Assistance Program when facing personal difficulties. In addition, supervisors should be aware of the

resources of the Employee Assistance Program as an integral part of managing employees with performance issues, when such performance is related to personal difficulties.

2. The University acknowledges that use of the Employee Assistance Program does not in any way alter management's responsibility or authority as an employer.

3. Participation in the Employee Assistance Program will not in any way jeopardize future employment or career advancement; participation will not, however, protect the staff member from disciplinary action for continuous substandard job performance or rule infractions.

B. Confidentiality:

1. All information shared with the Employee Assistance counselor is strictly confidential.

2. No records of staff member participation, nor the content of the discussions between the EAP and staff member are to be maintained in medical or personnel records.

3. No release of information is made to anyone without specific written consent of the staff member concerned, except where required by law.

4. All information regarding a staff member or his/her family member's participation in the Employee Assistance Program is part of the clinical record maintained by University Behavioral HealthCare and is subject to HIPAA, state and federal confidentiality laws and other regulations governing such medical records.

C. Sessions:

1. Appointments with the Employee Assistance Program should be scheduled during non work hours. Or, in the alternative, accrued time shall be used for such appointments made during work hours.

2. Each staff member and his/her family member are entitled up to three (3) free, confidential consultation sessions, per event. The EAP is staffed by experienced professionals who are prepared to help with any type of behavioral health problem. If the concern is outside the counselor's area of expertise, or if there is a need for longer term treatment, the counselor will (with the client's consent) make a referral for appropriate services.

D. Referral Procedures:

1. Self Referrals

a. The staff member or his/her family member may request an assessment/evaluation by contacting the University Behavioral HealthCare through confidential contact numbers (see attached EXHIBIT).

b. An appointment will be scheduled within three days, where mutual schedules permit. Emergencies will be seen immediately.

c. Following the initial assessment, referral for treatment or service will be made to appropriate providers in the community as deemed appropriate. Referrals will be based on clinical need, geographical convenience and health plan considerations.

d. At no time will the names of staff members or their family members be revealed or acknowledged to the University without their written consent.

2. Supervisor Referrals

a. Supervisors and management personnel are responsible for observing job performance and, when appropriate, referring the staff member to the program based upon decline or difficulties in job performance. For guidelines, please review the Employees with Impairments Policy at http://www.umdnj.edu/oppmweb/Policies/HTML/HR/00-01-30-45_00.html. A referral form can be obtained from the Employee Assistance Program.

b. The decision to seek and/or accept help is entirely the responsibility of the employee. No attempt will be made to force or require employees to use the EAP. Whether help is sought or not, each employee will continue to be judged on the basis of his/her job performance. No special advantages or disadvantages will accrue because an employee participated in this program. This policy does not constitute a waiver of management responsibility to maintain appropriate performance standards or to take disciplinary action when necessary. Nor does this policy constitute a waiver of any employee rights under law or the Collective Bargaining Agreements.

c. The supervisor will be requested to provide the Employee Assistance Program with written documentation specifying the staff member's job difficulties; action taken thus far; and consequences of failure to correct performance problems.

d. All information shared with the Employee Assistance counselor is strictly confidential.

e. The content of all sessions is confidential and will not be released to management or other individuals without the specific written consent of the employee.

VII. EXHIBIT

Confidential Contact Numbers

By Direction of the President:

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Vice President for Human Resources

EXHIBIT

Confidential Contact Numbers

Newark	973-972-5429	8:30 am to 5 pm
Piscataway/New Brunswick	732-235-5930	8:30 am to 5 pm
Stratford	856-770-5750	9 am to 5 pm
24 hour Emergency Crisis Center – 1-800-327-3678		