

# EMPLOYEE ASSISTANCE PROGRAM (EAP)



## WHAT IS THE EAP?

The Employee Assistance Program (EAP) provides employees 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. It is a confidential counseling and referral service with professionally certified employee assistance providers who are experienced in a wide range of issues including relationship, conflict, family concerns, and alcohol or drug dependence.



## HOW TO JOIN

If an employee is experiencing personal issues either inside or outside of the workplace, they can contact the LSU EAP Coordinator on their own initiative (Self referral) with full assurance of confidentiality. The EAP Coordinator will meet with the employee to determine the best plan of action.

## WHO TO CONTACT

Questions concerning the Employee Assistance Program should be referred to the LSU EAP Coordinator, Anissa Chenevert, who is located in 110 Thomas Boyd Hall or by calling 578-3566.



## ADMINISTRATIVE REFERRAL

If an employee's work performance is inadequate or deficient, their 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 an employee assistance program 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 discipline process. 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.

