

**Title/Topic:** Employee Assistance Program

**Number:** 59.R05

**Functional Classification:** Faculty & Staff Employment

**Monitoring Unit: Initially Issued:** October 31, 1996

**Last Revised:**

**Last Reviewed:**

## **EMPLOYEE ASSISTANCE PROGRAM**

### **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 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.

### **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 University 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 drug or alcohol 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.

### **OPERATING PROCEDURES**

The University offers EAP services to its employees and their families. 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 the employee assistance providers on his or her 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.

Substance/Chemical Abuse or Mental Health Services:

State Group Benefits Insurance Program: Benefits listed in plan booklet

Services coordinated through Louisiana Biodyne Health Maintenance Organization (HMO):  
Benefits listed in plan booklet

Baton Rouge Area Substance Abuse 922-0050: Sliding scale based on gross income and  
number of dependents

Baton Rouge Mental Health Center 925-1906: Sliding scale based on income and number  
of dependents

Baton Rouge Psychological Associates 926-7500: LSU EAP contract provider offers  
comprehensive mental health and  
substance abuse services

Louisiana Rehabilitation Services 925-4985: Offers counselor guided services for  
rehabilitation, training, placement

Alcohol Abuse: Hotline listed in local phone directories

Alcohol & Drug Abuse Council: 343-8330

Detox Center: 389-3325

Al-Anon: 924-0029

Crisis Line: 924-3900

Narcotics Anonymous: 381-9609

Cocaine Anonymous: 927-4821

A list of AA meetings scheduled for the Greater Baton Rouge Area is maintained in the  
Office of Human Resource Management.

## **ADMINISTRATIVE REFERRAL**

Although contact with EAP providers is usually voluntary, referral to an EAP 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 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 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 who is located in Room 304, Thomas Boyd Hall or by calling 388-8200.