

**POLICY 8.23 – Employee Assistance Program (EAP)**

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Employee Assistance Program (EAP)

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:**

**Related University Policies:**

**Effective Date:** May 4, 2017

**Supersedes:** September 10, 1999  
*[Previously MAPP 8.33 – Employee Assistance Program]*

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**I. PURPOSE**

Western is committed to the health and well-being of its employees. This policy outlines the Employee Assistance Program (EAP) maintained by Western and available to Select Administrative Group Employees (SAGE) members.

**II. POLICY**

- 1.00 Western shall maintain its EAP which shall continue to offer free, confidential and professional counseling service to employees. The counseling shall continue to be provided at an off-campus location by an independent agency not affiliated with Western.
- 2.00 Participation in the EAP shall be open to all SAGE members and remain strictly voluntary. Confidentiality shall be strictly maintained unless a SAGE member waives that right in writing.
- 3.00 Utilization, or non-utilization, of the EAP by a SAGE member shall not interfere with his/her position, employment or opportunities for promotion or advancement within Western in any way.
- 4.00 Any SAGE member who identifies the need to seek assistance through the EAP may contact the EAP Provider directly. Information on how to contact an EAP counselor shall be directed to all eligible SAGE members by means of posters, notices, brochures, etc. It shall also be made available, on a confidential basis, from the Staff/Faculty Health Services Office and Human Resources.

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- 5.00 Initial contact with an EAP counselor must be initiated by the SAGE member. The counselor may not initiate contact with a SAGE member on the basis of a referral by a Supervisor, co-worker, family member, etc.
- 6.00 Absences from work necessary to attend EAP counseling sessions will be treated as other health care appointments under [Policy 8.13](#).
- 7.00 A SAGE member may choose to advise Western that treatment is being undertaken and/or to provide the estimated duration of treatment. Only upon the SAGE member's written request and authorization will such information be provided by the counselor to Western, and the release of such information shall be authorized in writing and shall include only the fact that counseling is occurring and the length thereof.
- 8.00 Any such information communicated by the EAP counselor to Western shall be in written form, and the information shall not be sent unless the SAGE member is given the opportunity to review the information before it is sent to Western and thereafter approves it for distribution.