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Linda K. Johnsrud
Executive Vice President for
Academic Affairs/Provost

March 9, 2012

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 12-03

TO: University Administrators and Chancellors

FROM: Linda K. Johnsrud 
Executive Vice President for Academic Affairs/Provost

SUBJECT: NEW ADMINISTRATIVE PROCEDURE A9.775 –
EMPLOYEE ASSISTANCE PROGRAM

Transmitted herewith is the new Administrative Procedure A9.775 – Employee Assistance Program (EAP). The University has entered into a contract for EAP services with the Child and Family Service. The EAP will provide up to three (3) free voluntary, confidential, short-term professional counseling services to eligible employees who may be experiencing personal problems that are affecting job performance. Personal problems may include family concerns, physical illness, work related issues, and alcohol or drug dependency. All regular, temporary, exempt, casual and 89-day employees are eligible for EAP services. The administrative procedure provides guidelines for employees to participate in the program, describes the expenses covered, and explains the process of referral.

Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment