

**3356-7-51 Employee assistance program.**

- (A) Policy statement. ~~The~~ Youngstown state university (university) is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.
- (B) Definition. The university employee assistance program ("EAP") consists of services designed to:
- (1) Maximize employee functioning on the job and in personal matters, and
  - (2) Assist employee clients in identifying and resolving personal concerns, including, but not limited to, health, marital, family, financial, alcohol, drug, legal, emotional stress, or other personal issues that may affect job performance.
- (C) Parameters.
- (1) ~~Youngstown state~~ The university's ("YSU") employee assistance program is designed to provide confidential access to professional services such as problem assessment, short-term counseling, and referral to appropriate community and private services.
  - (2) The EAP is available to all full-time ~~benefit~~ benefits eligible employees of ~~YSU~~ the university and eligible family members as defined by the agreement with the provider.
  - (3) The office of human resources will make available to supervisors and employees information about referral and participation in the employee assistance program.
  - (4) Members of bargaining units should refer to their collective bargaining agreements.
- (D) Procedures. Services of the EAP may be initiated in any one of the following ways:

- (1) Employee self-referral: Eligible employees of the university may self-refer for confidential EAP services.
- (2) Supervisory referral for voluntary participation: Supervisors may recommend that an employee participate in the EAP. The office of human resources will not disclose any information regarding EAP participation without written consent of the employee.
- (3) Supervisor referral for mandatory participation: Employees who exhibit a documented pattern of deteriorating job performance or behavior that could result in termination can be referred by the supervisor to the office of human resources for mandatory participation in the EAP.

Replaces: Part of 3356-7-51  
Effective: 01/20/2017

CERTIFIED ELECTRONICALLY

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Certification

01/10/2017

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Date

Promulgated Under: 111.15  
Statutory Authority: 3356  
Rule Amplifies: 3356  
Prior Effective Dates: 8/21/10