

UIC HR POLICIES AND PROCEDURES

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MANUAL Human Resources	SECTION Employee Assistance	PAGE 1 of 2
SUBJECT Employee Assistance Services		EFFECTIVE 04/01/1997
		REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate the availability of free counseling and referral assistance for all UIC employees through the Employee Assistance Services (EAS).

APPLICABILITY

All UIC employees and their household family members

POLICY

The EAS provides assessment, planning, counseling, referral and follow up services to employees and family members seeking help with:

- marital or family problems;
- job stress;
- emotional problems;
- credit concerns or other financial difficulties;
- child care problems;
- alcohol or other drug abuse/dependence;
- legal difficulties; or
- psychological problems.

Employees seek EAS assistance at their own initiative or by referral by a supervisor, manager, medical department, or union official. Supervisors should consider referring an employee to EAS if the employee is exhibiting deteriorating job performance that may be characterized by, among other things:

- frequent mistakes or missed deadlines;
- inattention to details;
- frequent tardiness;
- excessive unexcused absenteeism; or
- behavioral problems.

Supervisors shall consult with an EAS counselor before suggesting that the employee contact EAS. Any contact between an employee and EAS is confidential, unless the employee requests that information be shared with the supervisor. Contact with EAS will not have any effect on the employee's employment status with the University. Except for the initial visit, employees are required to use accrued benefit time to attend EAS counseling sessions, if they occur during the employee's work day

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or shift.

PROCEDURES

RESPONSIBILITY

1. Employee or Supervisor

ACTION

Calls EAS to discuss source of concern and proceeds as suggested by EAS.