



STAFF EMPLOYMENT MANUAL

Title: 5.0 Benefits

Chapter: 5.13 Employee Assistance Program

Issuance Status and Effective Date: July 2011

1. General

The University recognizes that, at times, an individual may feel unable to cope with family, social and/or other personal problems and that such problems can interfere with the ability to perform satisfactorily on the job. The University offers an Employee Assistance Program (EAP) to meet the needs of the regular full-time and regular part-time employee, spouse or same-sex partner, dependent children or a family member residing in the employee's household needing confidential counseling offered under the program.

The University reserves the right to change providers, plan descriptions, or plan provisions as it deems necessary.

2. Services Available

The EAP benefit provides for up to six **completely private and confidential** consultations per family member per presenting problem per calendar year at no cost to the employee. If further services are necessary, a sliding fee scale may be used based on the individual's ability to pay. The individual may be referred to a specialist if deemed necessary.

An individual may also be covered for further treatment under his/her group medical insurance plan. The employee should consult his/her medical insurance Member Services or check the plan document to determine what expenses, if any, the medical plan covers.

All contact with the EAP is confidential. The University will know nothing of a specific call or consultation(s) unless the employee wishes, and specifies this in writing.

3. Method of Contact

If an employee or family member wishes to consult with a counselor, he/she may call a toll free number. The employee or family member should ask to speak to an EAP counselor to describe his/her concerns. An appointment can then be arranged. Contact HRD or visit the HRD website at www.hartford.edu/hrd for current information and literature.