

College Procedure: 402.17 – Employee Assistance Program (EAP)

Policy Reference: 402 – Employee Benefits and Compensation
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 02/25/2013

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

This procedure defines employees who are eligible for the Employee Assistance Program (EAP). EAP is available to assist eligible employees and their family members with difficulties that are affecting their job performance or personal lives.

The Procedure

EAP, through Mercy EAP Services, is provided for full-time employees and their immediate family members. An EAP program is designed to assist employees and their family members with problems that are affecting their job performance and their personal lives. This is achieved by offering counseling as well as referral and follow-up services when other treatment resources are necessary.

Services provided through an EAP are those services not typically covered by the group medical or mental health/substance abuse program. For example, EAP can help the employee and their family members with issues such as marital problems, depression, divorce, financial concerns, anxiety, substance abuse, family issues, and grief/loss counseling. The services provided are confidential.

There is no cost for services provided by the EAP staff. There is a visit limit of six visits per family member per calendar year. Any visits beyond the limit will be billed to the individual's insurance and coverage is not guaranteed.

In situations where an employee is experiencing work performance issues, an employee may be directed to Mercy EAP Services for counseling as a condition of continued employment. In these cases, information regarding attendance to counseling session will be released to Kirkwood.

Employees can contact Mercy EAP by calling 398-6694 or 800-383-6694 to schedule a confidential appointment. They will ask your name, employer and reason for calling.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/10/2017	Mick Starcevich, President	New template
3	06/11/2019	Cabinet	Procedure template