

# Northwest Florida State College



**TITLE:** EMPLOYEE ASSISTANCE PROGRAM

**AUTHORITY:** [Click here to enter text.](#)

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**SIGNATURE OF BOARD SECRETARY:**

**PURPOSE OF POLICY**

To provide an avenue to employees needing professional assistance with personal problems impacting job performance.

**Local Language**

The Employee Assistance Program (EAP) is designed to provide confidential and professional help for employees with personal problems which affect job performance. The Employee Assistance Program encourages College employees to seek prompt, professional help to resolve personal problems before job performance becomes impaired.

The College recognizes that alcohol/drug and emotional/mental disorders are illnesses that can often be treated.

All regular full-time employees of NWFSC are eligible for help under this program. The College provides referral and assessment to a contracted agency. The cost of the counseling/treatment is the responsibility of the employee.

1. The Employee Assistance Program will be managed by the NWFSC Human Resources Director.
2. Referral to this program may be by the individual employee or the College.
3. Training for all administrators and supervisors will be conducted by the EAP provider.

**Employee Responsibility:**

1. It is the employee's responsibility to maintain satisfactory work performance. If job performance falls below satisfactory levels because of personal reasons, it is the employee's responsibility to regain satisfactory job performance.
2. If the employee's response to help is favorable and work performance is restored, no further contact about this issue is necessary by the Human Resources Office unless requested by the employee.
3. If the employee rejects help or does not respond to treatment, and his/her job performance does not improve, the employee will be subject to normal channels of disciplinary actions as provided in Board Policy HR 5.00 and Board Policy HR 12.00.