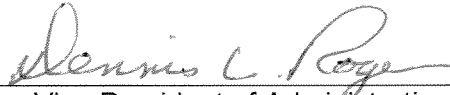


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	EMPLOYEE ASSISTANCE PROGRAM	Procedure Number:	3-2-105.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-2-105		

Approved:

  
President



Vice President of Administrative Services

Date

Adopted: 07/01/2004

Date

Revised: 02/11/2008

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

I. Procedures

1. To utilize the Employee Assistance Program, the employee will contact the South Carolina Vocational Rehabilitation Department. The employee may call or visit the department on 855 York Street NE, Aiken, South Carolina. If the employee chooses, the Human Resources Office can contact the South Carolina Vocational Rehabilitation Department on behalf of the employee.
2. The employee will use annual leave, sick leave, banked faculty non-workdays, or personal leave to visit the South Carolina Vocational Rehabilitation Department in Aiken, South Carolina.
3. After initial contact with Vocational Rehabilitation, the employee will be assigned to a Vocational Rehabilitation counselor to determine eligibility for services. To be eligible for services, the employee's ability to perform their job must be impaired by one or more of the following, but not limited to, anxiety, depression, physical problems, and drug or alcohol abuse.

4. All information shared with the counselor is confidential, unless the employee chooses to share the information with the College. The Human Resources Office may be contacted for coordination of funds to provided services or necessary equipment to rehabilitate the employee.
5. At the end of the year, the South Carolina Vocational Rehabilitation Department will provide an employee utilization list to the Human Resources Office. The list of services will not include the employee names and any information shared between the counselor and the employee.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2013		