

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	EMPLOYEE ASSISTANCE PROGRAM	Procedure Number:	3-2-109.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-2-109		

Approved:  President  Vice President of Administrative Services

Date Adopted: 07/01/2004
Date Revised: 08/02/2010

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
 - A. To utilize the Employee Assistance Program (EAP), the employee will contact the Human Resources Office for the College's EAP contact information.
 - B. The employee may use annual leave, sick leave or banked faculty non-workdays, to visit the EAP in accordance with the designated leave procedures.
 - C. After initial contact with the EAP, the employee will be assigned to a 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.
 - D. 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 provide services or necessary equipment to assist the employee.

- E. At the end of the year, the EAP 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.