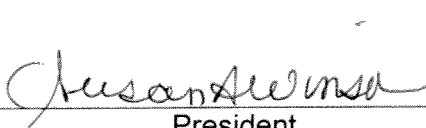


**AIKEN TECHNICAL COLLEGE
POLICY**

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

Approved: 
President


Commission Chairperson

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.

It is the policy of Aiken Technical College to offer any employee assistance through the use of an Employee Assistance Service. The employee may schedule appointments through the Human Resources Office or on their own by calling the Employee Assistance Service.