



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
6/1/98**

**REVISION**

**PAGE  
D4-210.0**

**SUBJECT**

**EMPLOYEE INSURANCE AND BENEFITS**

**SUB-TOPIC**

**EMPLOYEE ASSISTANCE PROGRAM**

Employees appointed half-time or more for at least 4 ½ months are eligible to participate in the University's Employee Assistance Program (EAP) at no charge to them or family members using the EAP. The University contracts with an outside firm to provide free counseling for assistance with personal problems, mental health problems, or problems with substance abuse. Visits to the EAP are confidential and brochures available through the Human Resources Office provide information on how to access the EAP.

Supervisors may wish to refer employees to the EAP when performance problems or behavior on the job dictates. EAP counseling sessions last approximately one hour and do not exceed four sessions per problem. Time off during regular working hours for self-referrals should be handled in the same manner as time for medical appointments.

U.T. Dallas and U.T. System administrators strongly support and encourage referrals to the EAP as a means of retaining the skills and experience of employees whose employment might otherwise be adversely affected due to performance problems resulting from personal issues.