

**Title: #IV-24A. Employee Assistance Resource**

**Date: July 28, 2004** (replaces version dated August 1, 2003)

---

### **PROGRAM OVERVIEW:**

West Virginia University at Parkersburg offers an Employee Assistance Resource (EAR) to all faculty and staff. The EAR is intended to provide professional and confidential assistance to employees who are experiencing problems that may interfere with job performance and/or affect their personal lives. This program is designed to provide assistance as early as possible in order to minimize negative impacts.

The EAR is designed to provide professional consultation, assessment, or brief counseling. The EAR professional will provide the most appropriate recommendations to the employee to help resolve the problem. Brochures that provide details about current resources and other pertinent information are available in the Human Resources Office.

### **PROGRAM GUIDELINES:**

Employees may contact one of the EAR resources listed on the brochure to schedule an appointment.

EAR resources include:

- WVU Parkersburg EAR faculty and staff
- WVU Faculty/Staff Assistance Program ([www.hsc.wvu.edu/fsap](http://www.hsc.wvu.edu/fsap))
- Counseling and Wellness Center, 936 Market Street, Parkersburg

EAR services are provided free to WVU-Parkersburg faculty and staff. If further counseling or treatment is recommended, the costs may be covered all or in part by the employee health benefit plan.

### **CONFIDENTIALITY:**

An individual's right to privacy is one of the most critical aspects of WVU Parkersburg's EAR program. All sessions are **CONFIDENTIAL** within the scope of federal and state law.

Even if a supervisor encourages use of the resources, both internal and external to WVU Parkersburg, the supervisor does NOT have a right to any private information.

## **PROCEDURES:**

### **I. *Self-Referrals:***

Employees may contact the EAR resources listed on the brochure about any personal or work related problem.

### **II. *Supervisory Referrals/Consultation:***

Whenever an employee is experiencing difficulty, a supervisor may recommend or suggest a referral to the EAR. Employee utilization of the EAR is strictly voluntary. Frequently, supervisors may call upon an EAR representative for guidance or consultation in dealing with difficult employee issues.