

Title: #IV-24A. Employee Assistance Program

Date: July 16, 2020 (replaces version dated July 28, 2004)

I. PROGRAM OVERVIEW:

- A. West Virginia University at Parkersburg offers an Employee Assistance Program available to benefits-eligible employees who are experiencing problems that may interfere with job performance and/or affect their personal lives. This program is designed to provide professional consultation, assessment, or brief counseling to help employees balance their personal and professional lives.
- B. Through a confidential billing process, up to three sessions per calendar year are provided free of charge, off campus through the Counseling and Wellness Center in Parkersburg. If further counseling or treatment is recommended, the costs may be covered, all or in part, by the employee's health benefit plan. It is the employee's responsibility to pay for any referral services, rehabilitation or treatment program not covered by their medical insurance plan or the provisions of the agreement between WVU at Parkersburg and the Counseling and Wellness Center.

II. PROCEDURES:

A. Self-Referrals

To seek confidential counseling or assistance employees may contact the Counseling and Wellness Center located at 936 Market Street in Parkersburg at 304-422-7300 (or 800-841-7876) to make an appointment.

B. Supervisory Referrals

Whenever an employee is experiencing difficulty in the workplace, a supervisor may recommend or suggest a referral to the Employee Assistance Program. Employee utilization of the service is confidential and strictly voluntary.

III. CONFIDENTIALITY:

- A. An individual's right to privacy is one of the most critical aspects of the Employee Assistance Program. All sessions are **confidential** within the scope of federal and state law.

B. Even if a supervisor encourages use of this resource the supervisor does NOT have a right to any private information.

Questions and additional information may be directed to the WVU Parkersburg Human Resources Office.

Responsible Administrator: Executive Director, Human Resources, 304-424-8212