

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Faculty and Staff

BCOM Policy: B7580

TOPIC: Employee Assistance Program

Approval Date: 10/15/19

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Approved: Signature on File

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POLICY

BCOM shall provide access to an employee assistance program to all employees and their immediate family members. The program shall provide confidential counseling, wellness information and related professional resources and referrals to employees.

RESPONSIBLE OFFICIAL(S):

Director of Human Resources

PROCEDURES:

1. An individual's decision to accept involvement in the EAP is voluntary. It is the employee's responsibility to enlist the EAP's services by following the registration information provided in the Employee Handbook.
2. EAP discussions and records of discussions or participation in EAP are considered protected privileged communication and will only be released under federal and state confidentiality laws.
3. An employee may be referred to EAP by the Office of Human Resources. When an employee is referred to the EAP by the Office of Human Resources in order to address a performance issue, the referral does not relieve the employee of their existing work responsibilities and obligations.
4. Participation in the EAP is not to be interpreted as constituting a waiver of the College's rights to take disciplinary measures against an employee.

CROSS REFERENCES: Employee Handbook; <https://bcomnm.org/human-resources/employee-assistance-program/>