

Policy: 5.30

Employee Assistance Program (E.A.P.)

KCKCC cares about the health and well being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (E.A.P.), KCKCC provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The E.A.P. is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The E.A.P. is strictly confidential and is designed to safeguard employees' privacy and rights. Information given to the E.A.P. counselor may be released only if requested by the employee in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the E.A.P. is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an E.A.P. counselor. If further counseling is necessary, the E.A.P. counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee. The College nurse may be contacted for further information.

Description of Available Services:

A. Outpatient

1. Assessment, counseling and referral services for employees of KCKCC and their families.
2. No charge for six visits per family per year. Thereafter, fees will be on a sliding scale basis and for health insurance coverage, if appropriate.
3. Treatment at Wyandotte Mental Health Center.
4. Referral to a licensed treatment facility or organization if necessary. Any costs at such facilities or organizations are the responsibility of the employee and health insurance coverage, if appropriate.

B. Inpatient

1. Costs of treatment at a licensed treatment facility to which employee/family is referred are the responsibility of the employee and health insurance coverage, if appropriate.