



# University of New Haven

## *Human Resources Policy/Procedure*

<b>Policy / Procedure Title</b>	<b>Applicability / Scope</b>	<b>Purpose</b>	<b>Effective Date</b>	<b>Responsible Party</b>	<b>Pages</b>
Employee Assistance Program (EAP) Policy & Procedure	All benefit eligible employees	Provide employees with a high-level overview of the benefits available to them through the University's EAP	7/1/23	Associate Vice President Human Resources & Organizational Development	1

The purpose of the Employee Assistance Program (EAP) is to provide employees with confidential consultative services which are designed to assist employees and/or their dependents with personal problems. Employees are encouraged to contact the EAP vendor to make an appointment for professional services.

The University believes it is in the interest of the employee, the employee's family and the University to provide an employee service which deals with such persistent problems. The University recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and referral is made to an appropriate source of care. This applies whether the problem is one of physical illness, mental or emotional illness, finances, marital or family distress, addictions issues, or other concerns. UNH's EAP provider can also provide legal resources and consultation when a legal issue arises. Through this service, attorneys are available to provide confidential support to employees and their dependents with practical, understandable information and assistance.

Employees are assured that confidentiality will be maintained for those utilizing this employee service.

Currently, the University utilizes ACI Specialty Benefits as its EAP vendor. ACI Specialty Benefits Program can help employees address personal issues they, or their dependents, are facing. This service, staffed by experienced clinicians, is available by phone 24 hours a day, seven days a week. ACI Specialty Benefits counselors are available to listen to an individual's concerns and refer them to a local provider for additional in-person counseling or to resources in the community. Employees may access additional information here <https://aci.mylifeexpert.com/login/rsli>