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EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Section	People and Organisation Development		
Approval Date	04.08.2008	Approved by	Directorate
Next Review	30.10.2019	Responsibility	People and Organisation Development Manager
Last Reviewed	12.10.2017	Key Evaluation Question	6

PURPOSE

To assist Employees whose personal problems are adversely affecting their work performance.

PRINCIPLES

1. NMIT is committed to assisting its Employees to maintain a high level of wellbeing, and achieve both organisational and personal goals.
2. NMIT recognises that personal problems can have a serious effect on the work performance and safety of Employees, colleagues, suppliers and clients of the Institute and the public.
3. Provision of an EAP service will facilitate the early identification and referral for help of Employees whose work performance is impaired by personal problems.
4. Qualified and professional counselling is provided to enable Employees to return to full health and wellbeing and productivity.
5. Employees will be treated fairly, equitably and with dignity.

SCOPE

The programme is available to all Employees permanent or fixed term; full-time or part time of 0.5 FTE or greater and with an employment contract of 12 months or more, including any reappointments.

RESPONSIBILITY

People and Organisation Development Manager	Managing the EAP budget Allocating resources Reporting and statistics
EAP Coordinators	The People and Organisation Development (POD) Senior Consultant and POD Consultant are the EAP Coordinators and are responsible for liaising with the service provider for the provision of the service and payment thereof.
Employees	Advise POD team that EAP assistance required. Attend EAP sessions.

POLICY

The Employee Assistance Programme can help with the following personal issues

- relationship difficulties
- family troubles
- physical, mental and emotional difficulties
- money worries
- legal issues
- abuse and addiction issues
- alcohol and drug problems
- stress
- grief/loss
- or other stress problems

AVAILABILITY

- Employees may access up to three sessions of EAP assistance per event at NMIT's expense. Employees can select and meet with a provider of their choice, however, POD can provide suggestions if an Employee is unsure.

CONFIDENTIALITY

- The identity of EAP recipients and related records shall remain confidential to the EAP Coordinators and POD Manager.
- Referrals to EAP will not affect a person's job status.
- No personal information will be released to NMIT without the prior, written consent of the Employee unless due to safety concerns the EAP Counsellor deems the Employee to be 'unfit for duty'. In these circumstances the Counsellor is required to advise NMIT of this fact through the Counselling Provider.

PROCEDURES

INFORMAL

Initiated by an Employee when they recognise they have a problem, or following a suggestion from a colleague, family member or friend.

WORKPLACE REFERRAL

Recommended by a Manager when impaired work performance continues after normal supervision practices have been followed. The offer can be declined, i.e. the Employee Assistance Programme is voluntary.

All workplace referrals must be co-ordinated through the POD Manager.

EMPLOYEE PERFORMANCE

1. Where a workplace referral has been offered, regardless of whether the Employee elects to accept professional help or not, continued job security will depend on whether satisfactory work performance is achieved and maintained.
2. Use of the EAP does not negate the Employee or their Manager's responsibility for adhering to policies and procedures.

3. The EAP will provide assistance for personal problems affecting work performance, but will not necessarily prevent disciplinary action for serious offences or continued unsatisfactory work performance.
4. It is expected that an Employee will make every effort to successfully complete counselling within a reasonable time period and that the work performance will improve to the standard agreed with the Manager.
5. Normal employment conditions will apply for all those participating in the Employee Assistance Programme.
6. Use of leave provisions will be available to Employees to assist with personal issues.

REFERENCES

INTERNAL

Staff Charter

Staff Misconduct Procedure

[Employee Assistance Programme \(EAP\) Frequently Asked Questions](#) (available via the People and Organisation Development section of the NMIT Intranet)