



<b>CHAPTER 2</b>	<b>SECTION NO.</b>
College Personnel – Personnel General	2.13
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
2.13.10 Employee Assistance Program (EAP)	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

Kishwaukee College provides an employee assistance program for all employees covered under the basic life insurance plan, their spouses and eligible children.

The purpose of this program is to meet the requirements of the *Drug-Free Workplace Act* and to ensure that problems that negatively affect the work performance of employees are addressed. The employee assistance program will offer confidential and professional services to employees to assist them with problems related to individual, family, work and alcohol or chemical dependency.

This service is provided free of charge to eligible employees, their spouses and eligible children as defined by the EAP Policy. If the situation of an individual employee requires referral to an outside provider for further services, the cost of those services will not be covered by the College.

The EAP will be administered consistent with the College's collective bargaining agreement obligations where applicable.