



IAIA - Employee Assistance Program (EAP) Benefit

The EAP provides a confidential, professional counseling resource for assessment and referral. This benefit is available for issues related to, mental/emotional, marital/family, financial, legal, alcoholism, drug abuse, or involves other concerns. The EAP is also available for work-related issues, but staff/faculty is encouraged if appropriate to first attempt in engaging in dialogue with their immediate supervisor or consider assistance from the Human Resources Department. Information on how to access the EAP benefit is available in the Human Resources Department.

The EAP Benefit

The EAP is an IAIA pre-paid benefit:

- Available to all benefit-eligible staff/faculty
- Available to former staff/faculty who may access services up 90 days following termination
- Available to all staff/faculty's household members
- Provides a maximum of six (6) counseling sessions per issue per problem year (which begins on the date of the first contact for the problem issue)

Confidentiality of EAP

Communication between benefit-eligible staff/faculty, family and/or immediate household member and the EAP counselor is completely confidential, subject to an assessment of danger to oneself or others and in accordance with state and federal law.

If the counselor becomes aware of a situation where the employee, family and/or immediate household member presents a danger to himself/herself or others, including posing risks to patients, the EAP counselor will take whatever action the counselor deems appropriate and necessary to mitigate the danger.

Voluntary

IAIA management may not require an employee to see an EAP counselor but may suggest the EAP as a resource. Employees may be required to seek EAP assistance in accordance with the Drug and Alcohol Abuse & Testing policy.

Controlling Documents

In the case of a discrepancy between this policy and the Summary Plan Description or the Plan Document, the Summary Plan Description and/or the Plan Document will control.

Note: The using of this benefit by employees will not result in any special privileges or protection from the law, exemption from IAIA policy/procedures, or corrective action.

EAP Contact Information:

- The Solutions Group
- Toll Free Number – 1-866-254-3555