

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.38,

from the EAP. No employee will have job security jeopardized by such a good faith request.

An employee may volunteer for assistance either by requesting help from a supervisor, Human Resources, or by contacting the EAP directly. If an employee contacts a supervi

If no consent is given, the EAP Therapist will be unable to release any information. In such cases, the supervisor must proceed as if the employee has not sought assistance and must base any decision regarding employee discipline solely on job performance.

- (7) Except for the reports mentioned in Section (6) above, all contacts with the EAP

9. **Posters**

Each TTUHSC department is encouraged to post the name and telephone number of the EAP in a location where all employees may see it.

10. **Confidentiality.**

All information involving counseling, rehabilitation, or treatment through the EAP will be treated as confidential medical information and is maintained in the EAP Office. All such information will be