



## EMPLOYEE ASSISTANCE PROGRAM GENERAL ORDER #9.05

Adopted: 08/04/2006

Replaces: Sheriff's G.O. #3223

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### POLICY

The *Stanford University Department of Public Safety* encourages all employees to take advantage of employee assistance program *offered by the University* when necessary or suggested.

### PROCEDURE

- A. The *Stanford University Department of Public Safety* recognizes that line supervisors do not necessarily have the qualifications or the responsibility to make a diagnosis or determination as to whether or not an employee suffers from alcoholism or has other health or behavioral problems that may affect the employee's job performance.
- B. The *Stanford University Department of Public Safety* recognizes that significant personal concerns can affect an employee's job performance. Alcoholism, substance abuse, emotional and adjustment difficulties, and shift-work or family pressures may have a negative impact on an employee's well-being and general health.
- C. The *University's* employee assistance program (*Stanford Help Center*) is available to encourage employees who may have alcohol, drug, stress or emotional problems to seek professional help. The program provides complete privacy and confidentiality *and is staffed by licensed clinical social workers, marriage and family therapists, and psychologists.*
- D. All *SUDPS* personnel and their *spouses, domestic partners, and children under 21* are eligible *to use the Stanford Help Center.*
- E. Employees should contact the *Help Center* directly utilizing the method described in *the University's website* or by calling directly to (650) 723-4577. *The Help Center is located*

*on campus at 100 Encina Commons and is open Monday through Friday from 8:00 a.m. to 6:00 p.m.*

- F.** *Stanford University* offers employee assistance designed to assist all *university* employees to overcome alcohol and/or drug abuse. Employees may seek insurance or medical coverage assistance as well to progress in the rehabilitative process.

A handwritten signature in black ink that reads "Laura Wilson". The signature is written in a cursive, flowing style.

**LAURA WILSON  
DIRECTOR**