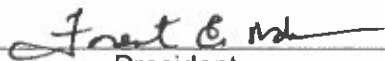


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	EMPLOYEE ASSISTANCE PROGRAM	Procedure Number:	3-2-109.1
Institutional Authority:	Chief Human Resources Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	3-2-109		

Approved:

  
President

Chief Human Resources Officer

Date

Adopted: 07/01/2004

Date

Revised: 10/11/2021

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

- A. The Human Resources Office will promote the Employee Assistance Program (EAP) and will provide contact information.
- B. The employee may use annual leave, sick leave or banked faculty non-workdays, to utilize the EAP in accordance with the designated leave procedures.
- C. All information shared with the EAP is confidential, unless the employee chooses to share the information with the College.
- D. The EAP will provide an employee utilization list to the Human Resources Office. The list of services will not include the employee names and any information shared between the EAP and the employee.