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.

LAURA WILSON
DIRECTOR