

## **Procedure IV.4000.E.a, Employee Assistance Program**

### **Associated Policy**

Policy IV.4000.E, Employee Assistance Program

### **Procedure**

The current Employee Assistance Program (EAP) provider for the College is the University of Texas Employee Assistance Program (UTEAP). Appointments for counseling can be scheduled by calling (800) 346-3549 or (713) 500-3327.

UTEAP also provides a work-life website, [www.uteap.org](http://www.uteap.org), which offers access to free legal forms, such as a Power of Attorney and simple wills, as well as webinars and videos on various topics. Brochures with information about the EAP services available to full-time employees and their dependents are maintained in Human Resources.

Date of SLT Approval	December 7, 2021
Effective Date	February 1, 2022
Associated Policy	Policy IV.4000.E, Employee Assistance Program
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources