

Bylaws of the Employee Assistance Program Committee

State University of New York at Fredonia

Article I

Name

This Committee shall be known as the SUNY Fredonia Employee Assistance Program (EAP).

Preamble/Mission

SUNY Fredonia EAP services are a negotiated benefit designed to help employees identify and resolve personal and work-related problems so they can better balance the demands of work, home, and life and be more produce at work.

EAP services are confidential, voluntary, and offered at no cost to employees, retirees and their families. The SUNY Fredonia EAP assists people in identifying work-related and/or personal problems and linking them with appropriate professional or community resources. The SUNY Fredonia EAP is affiliated with, yet separate from, the NYS EAP.

The EAP is a program jointly sponsored and represented by labor and management. The success of SUNY Fredonia's EAP can be attributed, in large part, to the fact that labor and management have equal ownership of the program. Managers and union officials alike support EAP because both labor and management benefit when employees get help in resolving their problems or addressing their concerns so they can be more productive at work.

EAP coordinators provide information, assessment, and referral services to employees and their families as well as consultation to workplace issues. The EAP Committee's primary objective is to promote EAP to all employees and to support and supervise the EAP coordinator in the provision of EAP services.

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The essential components of SUNY Fredonia EAP program include the following:

EAP Committee	Represents both labor and management, promotes EAP services to employees, makes recommendations regarding EAP coordinator selection and supports the EAP coordinator.
EAP Committee Chairperson(s)	Provides leadership to the EAP Committee and, in general, supervises the EAP coordinator's EAP activities.
EAP Coordinator	Provides confidential information, assessment, and referral services to clients and consultation on workplace issues to agencies and facilities.
EAP Regional Representative	Oversees local programs and provides consultation to local EAP Committees, chairpersons, and coordinators
Council of Coordinators	Provides a forum for EAP coordinators to bring issues to the attention of NYS EAP.
Work-Life Services Advisory Board	Provides guidance and direction to EAP.
NYS EAP	Directs and oversees the employee assistance program statewide.
Management	Appoints the EAP coordinator and management representatives to the EAP Committee, and promotes and supports EAP.
Unions	Recommend appointments of union representatives to the EAP Committee and promotes and supports EAP.

Article II

Responsibilities of the EAP Committee

The EAP Committee oversees the scope and the integrity of EAP activities. In order to support the confidentiality of the program, EAP Committee members are restricted from direct client assessment and counseling.

1. Ensure the Committee complies with NYS EAP policies and procedures as outline in the NYS EAP Program Manual.
2. Select the EAP Coordinator, in consultation with the NYS EAP Regional Representation.
3. Review the Coordinator's *Monthly Statistical Report* and other information and reports as appropriate. Committee members are *not* entitled to any information related to individual client contacts.
4. Monitor the effectiveness of the EAP Coordinator and conduct an annual performance review.
5. Publish an Annual Report that summarizes the Committee's and Coordinator's activities.
6. Ensure the confidentiality and neutrality of EAP and EAP services.

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7. Ensure EAP orientations and trainings are available to employees, including training for supervisors on the early signs of work performance problems and the benefits of referring to EAP.
8. Implement other programs, activities, and events, approved by management and the unions, which will be beneficial to employees and enhance the visibility of EAP such as educational seminars, wellness programs, and health fairs.
9. Be familiar with the culture of SUNY Fredonia and the perspective of the constituency they represent.
10. Foster collaboration between labor and management.

Ethical Guidelines of the EAP Committee:

1. Committee members will not disclose any confidential information they receive while serving in their role as EAP Committee members and will not request the EAP coordinator share confidential information with them.
2. Committee members will avoid involvement in SUNY Fredonia activities or relationships that conflict with, or have the appearance of conflicting with, their role in EAP. Committee members may serve in management positions and as union officers and in steward positions.
3. Committee members will promote EAP in an impartial and neutral manner.
4. Committee members will ensure services are delivered in an impartial and neutral manner.
5. Committee members will not endorse, promote, or recommend any particular resource provider for use by EAP clients.
6. The committee seeks to ensure the programs and services offered by EAP comply with all federal and state laws and SUNY policies and procedures and does not discriminate on the basis of race, color, sex, ethnicity, national origin, gender, sexual orientation, gender identity, religion, age, disability, marital status or veteran status or any other protected class.

Selection of the EAP Coordinator

1. The Committee, in consultation with the EAP regional representative, posts for a coordinator vacancy and interviews potential candidates.
2. The Committee comes to a consensus on the best candidate(s) and forwards their recommendation to Cabinet and EAP regional representative for final approval.

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3. The Committee notifies the regional representative of the selection, and arranges for orientation and training of the new coordinator.
4. The Committee notifies other candidates, who were not selected, of the decision.

Article III

SUNY Fredonia EAP Coordinator

1. The Coordinator will comply with NYW EAP policies and procedures as outline in the NYS EAP Program manual.
2. The Coordinator is appointed for an unlimited term, subject to approval by the SUNY Fredonia President and NYS SUNY Fredonia EAP Regional Representative.
3. The Coordinator will report on current issues, trends, and concerns that arise in the course of acting as an EAP coordinator and will make recommendations to the Committee for the Committee's consideration and possible action.
4. The Coordinator attends Committee meetings, but is not a member of the Committee and does not have voting privileges.
5. The Coordinator reports to the Committee which provides support and supervision to the Coordinator.

Article IV

Membership

1. Each recognized union with SUNY Fredonia and FSA may recommend appointment of Committee member(s) for representation. The SUNY Fredonia President or designee will review and approve the recommended appointment.
2. The SUNY Fredonia President or designee will appoint Committee member(s) to represent management.
3. Ideally the composition of the Committee is as follows:
 - a. Two CSEA representatives;
 - b. One PEF representative;
 - c. One NYSPBA representative;
 - d. Two UUP representatives;
 - e. One Faculty Student Association representative;
 - f. Two representatives from Management

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4. Committee members will serve a term of three calendar years which may be extended or discontinued at the discretion of the SUNY Fredonia President.
5. A Committee member may resign at any time and the appropriate labor or management leader will appoint a new member to complete the remainder of the term.
6. The Chairperson/Co-Chairpersons will be elected annually by the Committee, upon the acceptance of these by-laws, and thereafter, annually during the month of November.
7. The Chairperson may designate another Committee member to act as Chairperson in his or her absence
8. The Recording Secretary and Treasurer may be elected annually by the Committee during the month of November or committee members may choose to rotate these duties as needed.
9. The appointing authorities for management and the unions will be ex-officio members of the EAP Committee. They may attend meetings, but will not have voting privileges.
10. Committee representatives from all union and management have voting privileges.
11. Committee members may serve as Committee officers. However, no member may serve in more than one officer position at the same time.
12. A voting member may designate, in writing, a voting proxy to represent him or her at any EAP Committee meeting, but the proxy's presence shall not constitute attendance for the member.

Article V

Meetings

1. The Committee will meet monthly during the academic year or more often as needed. All members must be notified prior to meetings.
2. The Chairperson will distribute an agenda at least one week prior to each meeting.
3. The quorum of two-thirds of the voting members is required to conduct the voting process.
4. If a member is unable to attend a meeting, it is the member's responsibility to notify the Chairperson.
5. If a member fails to attend three consecutive meetings in one year his or her membership on the Committee will be reviewed by the Committee and a recommendation referred to the appointing authority for determination.
6. Minutes will be taken at each meeting by the Recording Secretary and distributed to Committee members, the NYS EAP Regional Representative, the Cabinet and the Union Presidents.

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Article VI

Amendments of By-Laws, Policies, and Procedures

1. Proposed amendments to the bylaws and procedures must be in writing and distributed to all Committee members and the NYS EAP Regional Representative at least one week prior to the scheduled vote.
2. Amendments to bylaws and procedures shall be approved by majority vote of Committee members.

Article VII

Ratification

The bylaws shall be ratified when approved by a majority vote of the Committee members.

Ratified 15 February 2012 (Date)

By:

1. Monica White For: MC
2. Kim Mead-Colegrove For: UUP
3. Mark Delcany For: UUP
4. Theresa Seibel For: PEF
5. Jodi Rydka For: MC
6. [Signature] For: UUP
7. _____ For: _____