

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: E
SUBJECT: Employee Assistance Program	Effective: 01/01/06
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**EMPLOYEE ASSISTANCE PROGRAM**

South Carolina State University recognizes the dignity, value and contributions of all its employees. As such, the University assures administrative support for any employee experiencing personal difficulties that may result in personal stress or problems that could impact job performance.

Employees are encouraged to seek assistance through services provided by the Department of Vocational Rehabilitation Job Retention Program which provides confidential, professional assistance which will help them continue to be productive employees and to provide a safe and drug free workplace. Every employee is encouraged to use these services when the need arises.

Employees may contact the University's Office of Human Resource Management for information and/or referral or they may contact the Orangeburg Vocational Rehabilitation Department directly at 1661 Joe Jeffords Highway, SE, Orangeburg, South Carolina 29115. The telephone number of the Orangeburg Vocational Rehabilitation Department is (803) 534-4939.