

## **Employee Assistance Program**

The Employee Assistance Program (EAP) is a management-based program designed to assist in the identification and confidential resolution of productivity problems that are associated with employees impaired by personal concerns. The intent of the EAP is to help the employee to overcome the problem and to restore the employee to full job efficiency. The program is designed to identify the problem at the earliest stage, motivate the employee to seek help, and to direct the employee to the appropriate assistance.

### **What Types of Issues or Problems Are Covered?**

Family	Children
Alcohol Abuse	Grief/Loss
Drug Abuse	Marital
Stress	Physical
Emotional	Anxiety
Financial	Job-Related
Legal	Other

### **Who Can Use the EAP?**

Our EAP is available for use by all employees and their immediate family members.

### **How Do You Use the EAP?**

*Self Referral.* - Any employee or family member can call the EAP agency to contact the counselor.

*Supervisory Referral* – If a supervisor notes a decline in job performance or other work-related problems he/she may refer the employee to the EAP counselor for assistance.

### **Is the EAP Confidential?**

YES! Management believes that strict confidentiality is a vital part of the EAP. Therefore, unless a release of information is required by State or Federal law, all information related to an individual's use of the EAP will be deemed confidential.

### **Questions:**

For questions regarding your EAP Policy contact the Human Resources Department.

### **How Do I Contact the EAP?**

Call (252) 438-2994 for an appointment.