

PURPOSE

The Employee Assistance Program (EAP) is a benefit designed to provide a free, confidential, professional service to help employees resolve problems that affect their personal lives or job performance.

ELIGIBILITY

The EAP services are available to all employees and their immediate family members.

KINDS OF PROBLEMS

Some of the major problem areas that an Employee Assistance Program can help with are:

- **Family Problems**
- **Marital Conflict**
- **Alcoholism**
- **Drug Dependency**
- **Financial Problems**
- **Legal Problems**
- **Emotional Illness**
- **Domestic Violence**
- **Eating Disorders**

HOW IT WORKS

The Employee Assistance Program is designed to assist you in obtaining the correct professional help for your problem. When you contact the EAP, a staff member will assess your situation and advise you of available alternatives for help. Arrangements will be made for you to be seen by a professional who is specially trained in your problem area.

We encourage you to use the EAP even if your problems are not affecting your work. When job performance is not satisfactory, your supervisor may recommend the program to you.

JOB SECURITY

Participation in the EAP will not jeopardize your job security nor will it affect future promotional opportunities.

CONFIDENTIALITY

Confidentiality is one of the most important aspects of the program. If you contact the EAP directly, no one in the company will know about it - unless you tell them. If your supervisor refers you, the EAP staff member will let him or her know if you have kept your appointment,

and whether you have agreed to accept the help that was offered. No information concerning the nature of your problem will be released without your written consent.

COSTS

The employer has prepaid the costs for EAP assessment, referral and follow-up. Other costs, for example, are generally covered in part or full by the group insurance plan. There may be times where you will be liable for the expense and in such cases, you will be informed.

HOW TO USE THE EAP

You can contact the EAP directly or your supervisor can refer you. You or your family members can also get help by calling the HOTLINE. The telephone number is 229-4226 and is staffed 24 hours a day and seven days a week. Please feel free to call and ask for help and/or advice anytime.