

INTRODUCTION

The **Employee Assistance Program (EAP)** is provided by the Franciscan Alliance Northern Indiana Region Employee Assistance Program and provides short-term counseling at no cost. Your EAP sessions are paid for by School City of Hammond as a benefit to you. EAP is designed to assist you in identifying personal problems and finding appropriate resources or services to address your concerns. The EAP is offered for a wide range of personal problems that could have negative effect on you, your family, and/or your job performance. These include but are not limited to:

- stress
- addictive behaviors
- marital/family relationships
- financial hardships
- job performance/work concerns
- emotional issues
- crisis situations

Providing an EAP is in the best interest of employees and their families. These services assist individuals in being fully productive in their personal and work lives. Employees are encouraged to seek help before job performance/work behavior is affected. However, if job performance/work behavior is unacceptable, your supervisor may refer you to EAP for assistance.

Did You Know?

- Most problems can be successfully treated when the problem is identified early and assistance is obtained.
- Employees can access the EAP directly without notifying Human Resources.

CONTACTING EAP

Why Should I Use EAP?

Personal problems are nondiscriminatory and can affect anyone at any time. If you have a problem, it just makes sense to use every resource available to improve the situation. The EAP is available to help you and your family. You are encouraged to seek assistance before your job, or family, is affected.

What happens when I call the EAP office?

When calling EAP, identify the organization for which you work. Tell the person you are interested in making an appointment. Every effort will be made to arrange an appointment that is timely and convenient for you.

What happens during the initial EAP visit?

The initial session provides you an opportunity for a professional counselor to sit down with you and discuss your concerns. The counselor will explore the problem(s) you are experiencing and work with you to discover possible solutions.

What happens if the EAP refers me for additional assistance?

If additional help is needed, the cost becomes your responsibility. A referral will be provided based on your healthcare plan and/or your ability to pay.



CONFIDENTIALITY

All information (verbal, written and electronic) regarding the EAP client will be held in strict confidence. No information will be revealed to anyone without the written permission of the employee or unless EAP is required to do so by law. These exceptions would include the intent to harm oneself or others, child and adult abuse/neglect, and/or information ordered to be disclose by court or subpoena.

As a reminder, supervisors/ managers will not receive any information unless the employee provides a written release. Likewise, no EAP case records will be maintained in an employee's personnel file.

EAP SERVICES

- Employee orientation on how, when and why to use the EAP
- Short-term counseling (6 sessions per member per year)
- Professional referral when appropriate
- Follow-up care and concern

**FOR EVERY PROBLEM THERE IS AN ANSWER. EAP IS YOUR
DIRECT LINE TO HELP.
CALL TODAY**

**(219) 662-3730
(800) 747-7262**

SCHOOL CITY OF HAMMOND



***EMPLOYEE
ASSISTANCE PROGRAM***