Employee Assistance Program

What is an Employee Assistance Program?

The Employee Assistance Program (EAP) is a confidential counseling service for employees who face personal or workplace problems that are adversely affecting their job performance. The goal is to provide services to individual employees in order to restore the health and productivity of an employee to a satisfactory job performance level. Participation in the program is completely voluntary.

What types of problems does EAP handle?

The EAP handles a wide range of problems. These include problems related to:

- Work-related issues
- Stress management
- Personal/emotional concerns
- Grief/bereavement
- Family/ Marital
- Stress
- Alcohol and Substance Abuse

Will the counselor keep my problem confidential?

Yes. Confidentiality is a requirement. Without it, the EAP wouldn't work. Every counselor understands the importance of confidentiality and adheres to the ethical principles and licensure requirements of their respective professions. No information goes anywhere without your request and written permission.

How do I schedule an appointment?

You or your supervisor may feel that you could benefit from the services provided by EAP to improve your work performance. If you make the request to your supervisor it is not necessary to divulge the nature of the problem. However, when requesting time to attend a EAP appointment you should agree on a suitable time to attend an appointment during work time.

How do supervisors refer staff to the EAP?

Your supervisor will make the referral the University’s EAP representative, Beth Hoffman @ 301-687-4102, when it has been identified that your problems have begun to negatively impact on your work performance. Supervisory referrals are then submitted by the university to the EAP office.

Employees who are referred to the EAP will be scheduled for an initial assessment with an EAP counselor. It should be noted that time utilized to attend the EAP initial assessment session(s) is considered work-time and there is no fee or leave charged to the employee for attendance during the assessment period. However, if treatment is recommended beyond the initial assessment period and the employee agrees to proceed with
treatment, a co-payment will be required for those subsequent sessions and the employee must begin to use accrued leave if attending those sessions during work hours.

Since the EAP accepts management referrals only, employees who are not experiencing job performance problems, but feel the need for counseling, are encouraged to contact their health care provider directly to arrange for counseling.