

EMPLOYEE ASSISTANCE PROGRAM

Your resource for help with daily challenges and difficult situations.

WORKPLACE SUPPORT SERVICES

Creating the most productive, effective and safe work environment is a common goal for managers and supervisors. Managing people can be a rewarding and at times an overwhelming task. Events outside the workplace, such as problems in a marriage, family issues or other challenges at home can become a distraction for your employees and may impact their overall performance. In addition, certain events in the workplace could have a significant impact on a team, such as the death of an employee, a tragic situation, or an organizational restructure.

EAP provides specialized workplace support consultants to assist managers and supervisors in effectively assessing challenging situations and to determine the appropriate level of intervention based on departmental policies. Managers can call Workplace Support for a confidential management consultation on how to approach team dynamics or individual concerns including:

- Providing guidance on how to communicate a performance issue to an employee.
- Explaining how to offer assistance in the most productive and appropriate manner.
- Offering suggestions on how to approach a referral and identify important actions to document.
- Discussing options for dealing with a difficult situation.

EAP is a voluntary and confidential program. An employee is not required to use EAP, however, EAP is a valuable resource that can help with many of the situations that employees struggle with. Supervisor referrals are not disciplinary measures and do not replace standard policies and procedures for dealing with poor work performance, drug testing, or federal regulations.



Support when and wherever you need it

You can contact workplace support consultants any time, day or night, by telephone.

