

104th ASG Employee Assistance Program (EAP)

Eligibility: All civilian employees and their family members to include: AAFES, Non-Appropriated Fund, Appropriated Fund, Temporary, Part-Time and Retirees.

Services:

Services include: Screening/Assessment, Referral and Follow-Up.

- EAP services are *free* to eligible personnel
- EAP services are *confidential*

Program Goal: To provide assistance to civilian employees and their family members with life issues affecting their well-being and ability to perform their work duties.

Objectives:

- Increase employee productivity
- Reduce absenteeism and employee turnover
- Reduce accidents and on-the-job injuries
- Encourage a drug-free workplace
- Resource for managers, supervisors, and employees to support employee wellness

Methods of Referral:

Self: Individual seeks assistance independently

Informal Management Referral:

Supervisor may suggest that employee seek assistance

Formal Management Referral:

Employee is referred by supervisor/manager due to declining work performance.

Consultation & Education Services

The Employee Assistance Program Coordinator can provide substance abuse awareness classes.

Supervisors: *IAW AR 600-85, these classes meet the DA mandated, 3 hour substance abuse education requirement for all APF and NAF civilian employees.*

Topics include:

- Alcoholism
- Understanding Depression
- Coping Skills
- Substance Abuse and the Family
- Substance Abuse in the Workplace

More than one-third of America's work force experience difficulty in balancing work and family life often leading to a decrease in productivity. The EAP program will assist supervisors and managers in identifying and resolving emotional issues that affect the work environment.



QUESTIONS/ANSWERS

Q What types of services are available?

A You may meet with an EAP professional to discuss your concerns on a short-term basis. If the issue/problem cannot be resolved on a short-term basis, a referral to a helping resource will be made by the EAP professional. The EAP professional will follow-up with you to make sure that the referral source was able to assist you.

Q What kinds of issues are covered?

A The EAP is designed to provide professional assistance for a wide range of personal and family concerns including but not limited to: stress management, relationship and family concerns, career and work-related problems, substance abuse, and depression.

Q How much does it cost?

A EAP sessions are free and are a benefit to you and your family members. If you are referred to a community resource, there may be a fee for service, which will be the employee's responsibility.

Q How do I get an appointment?

A You can arrange an appointment by calling your local EAP coordinator at the number listed, Monday –Friday 0800-1600. Let the receptionist know you are making an EAP appointment.

Q Will I have to take time off of work for my appointment?

A You should treat your EAP appointment the same as a medical appointment and feel free to take time from your work schedule to attend. However, appointment times may be arranged outside regular working hours when possible.

WHY EAPs?

EAPs increase employee morale since they focus on assisting employees becoming productive again.

EAPs are preventative. They educate, evaluate, and help plan solutions for a wide variety of personal issues for employees and their family members before they become overwhelming.

EAPs are an effective tool in assisting supervisors to better manage the workplace and troubled employees. EAPs are a proactive way for companies to extend a caring hand while building a more productive workforce.

EAPs provide employees with a valuable resource for helping them cope with a wide variety of issues on and off the job, including alcohol and drug abuse, overall mental well being, marital/relationship issues, child/family issues, stress, dependent care, and more.

For every dollar they invest in an EAP, employers generally save anywhere from \$5 to \$16.....*US Department of Labor*

Up to 68 percent of all workers will, at some time, experience workplace problems severe enough to prevent them for coping with work duties.... *Dept of Health and Human Services*

Today, salvaging human resources is particularly meaningful in light of an employment crunch and the lack of qualified workers.... *Training and Development Journal*



104th Area Support Group

Employee Assistance Program (EAP)



EAP Mission Statement

The 104th ASG supports its civilian employees, and the community in improving quality of life and productivity by providing professional, short-term counseling and education services to all civilian personnel and their family members.

Signs of Depression at Work

- Lowered productivity
- Morale problems
- Increased accidents
- Absenteeism
- Tardiness
- Frequent complaints of fatigue
- Loss of interest
- Lack of cooperation
- Abuse of alcohol and drugs

CONTACT YOUR LOCAL EAP AT THE FOLLOWING NUMBER:

221st BSB (Wiesbaden) 337-1710
222nd BSB (Baumholder) 485-1710
284th BSB (Friedberg) 324-1710
414th BSB (Hanau) 322-8911

Consider the Benefits