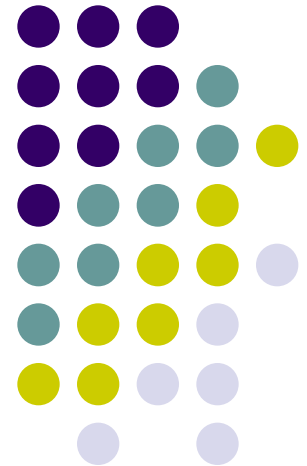


# Employee Assistance Program

Brief Overview for Supervisors

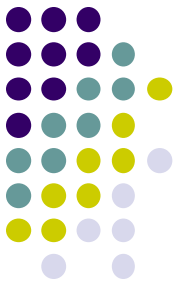


# Employee Assistance Program



Purpose is job-based:

- Help employees identify and resolve personal problems that may affect their job performance and well-being.
- Assist management in addressing productivity issues.
- Promote work/life/wellness programs.

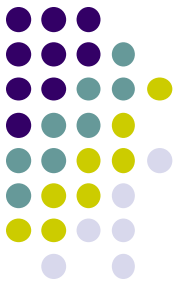


# Eligibility

All Civilian Employees and Retirees and

Family Members of Civilian Employees and  
Retirees

Contractors are not eligible for EAP services



# EAP Provides

Privacy and confidentiality

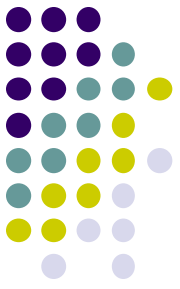
Short-term counseling

Community referrals

Coordination with alcohol/drug treatment

Management consultations

Training



# Typical Problems

## **Substance Abuse**

- Alcohol or Drug Abuse

## **Family and Relationship Problems**

- Marital Problems
- Adjustment to Separation and Divorce
- Parenting Concerns
- Domestic Violence and Abuse
- Caring for an Aging Parent

## **Personal and Emotional Problems**

- Stress and Anxiety
- Anger or Depression

## **Work and Life Issues**

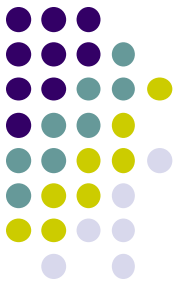
- Job-Related Stress
- Financial Problems
- Legal Problems
- Balancing Work and Family Demands

# Dangers of Enabling



Enabling is the behavior of others that protects alcohol and drug abusers from the consequences of their behavior.

- People enable because they think they are protecting the employee
- Make excuses to avoid conflict
- Delay exacerbates the problem
  - High risk behavior can develop into addiction



# Dangers of Enabling

People who abuse alcohol or drugs (legal or illegal)

- Not able to focus on details & make judgment errors
- Frequently absent
- Tend to exhibit mood-swings and poor hygiene
- Are unpredictable
- Job performance goes down
- Have problems with co-workers
- Office morale goes down

<http://www.drugabuse.gov/drugpages.html>



# How To Make A Referral

- Evaluate the workplace problem
- Document the problem
- Consult with Civilian Personnel Advisory Center-CPAC by calling 438-8446
- Approach the employee successfully
  - Choose a private place and an appropriate time
  - Get to the point
  - Don't get distracted
  - Refer to EAP. Call 655-9113 for an appointment.
  - End the meeting by giving a brief review of the work problem and the reason for your action.





# How to Access EAP

## Self-Referral

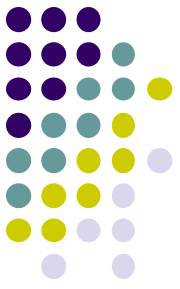
- Employee makes the 1<sup>st</sup> call
- If coordinate with supervisor, time charged as admin time

## Informal Referral

- Supervisor suggests and gives the employee EAP contact information

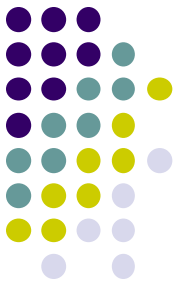
## Formal Referral

- Supervisor counsels the employee and makes an appointment for the employee
- Employees are not obligated to participate with EAP



# What EAP Does?

- Assess Employee's Situation
  - EAP Referral Is Counted as Admin Time AR 600-85
- Make a Referral to Appropriate Care
  - Outpatient or Inpatient Care Utilizing the Employee's Health Insurance and Sick Leave
- Request Consent for Information on Treatment
- Upon Completion of Treatment
  - Employee Will Be Subject to Frequent Random Testing for 1 Year



# Employee Assistance Program

Army Substance Abuse Program  
Employee Assistance Program  
Building 2091, Kolekole Ave., Stop 129  
Schofield Barracks, HI 96758

EAP Coordinator: Kathy (Edith) Marugaki, 655-6046

EAP Specialist: Catherine Heflin, 655-6047

FAX: 655-4045