

## **Your EAP**

Your employer recognizes that there are times when individuals and/or families can benefit from consultation with professionals in the mental health field. Reasons for such consultation may be personal or job-related. They include:

- **Personal problems**
- **Family issues**
- **Separation, divorce**
- **Stress, anxiety**
- **Alcohol, drug use**
- **Depression**
- **Child care, elder care**
- **Bereavement**
- **Work related issues**
- **Relationship concerns**

Help is only a phone call away. Our staff will schedule an appointment for you or a member of your household at one of our convenient locations. Day and evening hours are available.

The EAP is provided through University Behavioral Health Care. You can call to arrange an appointment between 9:00 a.m. and 5:00 p.m., Monday through Friday. Please identify yourself as an EAP client.

Appointments can be scheduled for either day or evening hours.

**Access Center and for emergencies  
after 5:00 p.m.  
or on weekends call  
1-866-327-8242  
(1-866-EAP-UBHC)**

**RUTGERS**  
University Behavioral  
Health Care

Rutgers, The State University of New Jersey



## ***Your Employee Assistance Program***

*Short-Term*

*Confidential*

*Counseling Services*

**RUTGERS**  
University Behavioral  
Health Care

Rutgers, The State University of New Jersey

## YOUR EMPLOYEE ASSISTANCE PROGRAM

Newark 973-972-5429 • Piscataway 732-235-5930 • Voorhees 856-770-5750 • 24 Hour Crisis 1-866-327-8242

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### **What is an Employee Assistance Program (EAP)?**

An Employee Assistance Program, *EAP*, is a confidential counseling service that helps employees deal effectively with problems that may be affecting their well-being, their personal lives and/or their job performance.

### **How does the EAP work?**

Rutgers - University Behavioral Health Care professionals can help you identify personal problems, provide short-term counseling and, if necessary, refer you to service providers in your community who will meet your needs for additional treatment.

### **How do I start using the EAP?**

All it takes is a phone call. You or any member of your household can contact the EAP by calling any of the numbers listed above. An appointment can be set up at a convenient time and location. Your supervisor may also refer you to the program if there are job performance problems.

***Please don't wait until it's hard to cope. Come in as soon as you find you are having personal or work related problems.***

### **Is the EAP available only to employees?**

*NO!* All eligible employees and persons living in their households can use the EAP.

### **Will UBHC tell anyone what my problem is?**

*NO!* Discussions between the EAP counselor and you are strictly confidential. This information will *not* be included in your personnel file and it will not be released without your *written* permission. Records are kept in the EAP office, not at the employer's location.

### **With what types of problems can the EAP help employees?**

Your EAP counselor is ready to help you with your concerns. Common concerns may include *family problems, relationship problems, problems resulting from alcohol or drug use, stress, and coping with life changes in your personal or work setting.*

### **If my supervisor refers me to the EAP, will my job be in jeopardy?**

*NO!* Getting help from the EAP does not jeopardize your job security or promotional opportunities. Your supervisor has been trained to focus on job performance problems and work related issues. He/she is not trained to deal with personal problems.

If a personal problem is affecting your performance, your supervisor wants you to get help in taking care of it.

### **Is there a fee for using the EAP?**

*NO!* Your employer has already paid for all EAP services. If you are referred for assistance to another professional or program in the community, there may be fees for that service. These fees will be your responsibility and your health insurance may cover a significant portion of any fees that you encounter. Your ability to pay is taken into consideration before any referral is made.

***Convenient locations throughout New Jersey. Day and evening appointments can be scheduled by calling any of the above numbers.***

### **What if I don't want to use the EAP?**

*The decision is yours to use or not to use the EAP.* If you are demonstrating job performance problems, use of the program will be recommended. If you choose not to use it and your performance improves, that's fine. If you decide to use the EAP and it helps you improve, that's great. Whether you use it or not, usual disciplinary policies will apply if job performance does not improve. Any actions taken by management are based on job performance only, *not* on whether you use or do not use the EAP.