

EMPLOYEE ASSISTANCE PROGRAM

Definition of EAP

According to the Employee Assistance Professional Association (EAPA):

An EAP is a worksite-based program designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including, but not limited to: health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal concerns that may adversely affect employee job performance.

A resource for UNC employees and supervisors.

Available to all UNC faculty, staff and their household members. Confidential counseling or an assessment and referral to the appropriate community resource, if necessary. Your voluntary attendance does not become part of your personnel file or your medical file. No other department or agency will know that you have used this cost-free service. Participation in the EAP will not jeopardize your job. In fact, any assistance you receive in correcting a job performance problem may be looked upon as favorable. Participation will not be used against you in any way.

Supervisors may consult the EAP when questions arise about handling a personally troubled employee, or an employee whose productivity has dropped below an acceptable level, for any reason. Supervisors may refer an employee for an EAP assessment and counseling either informally out of concern, or formally as part of a corrective action.

What are the benefits of using the EAP?

The University of Northern Colorado Employee Assistance Program can help you and your family resolve the issues that may be affecting your personal life and/or work performance. You are a valuable resource to the university and your work group. Your good physical and mental health are vital to work performance. When personal issues affect your work performance, or when work issues are affecting your personal life, this valuable resource is a phone call away.

When you contact the UNC EAP, a certified Employee Assistance professional will ask you for general information and will set a confidential appointment with you as soon as possible. Information you provide will remain confidential.

Call if you are experiencing:

- Conflict with a supervisor or coworker
- Conflict within yourself
- Out-of-control anger
- Difficulties managing stress
- Feeling overwhelmed by change
- And alcohol or drug problem within yourself, a significant other, or a coworker
- An inability to sleep
- Loss of a loved one
- "New faculty blues"
- Lack of support by family, friends or coworkers
- Anything that is affecting your work performance or willingness to go to work

Employee Counseling is:

- Confidential
- Personal
- No-cost
- Convenient
- Solution-focused
- Educational
- Empowering
- Informal
- Constructive Respectful
- Relieves Stress
- Supportive
- Discreet

For Information Contact: Counseling Center Cassidy Hall
970-351-2496

This program is funded for you by the UNC Department of Human Resources whose goal is to prevent a personal problem from becoming a personnel problem.