Employee Assistance Program (EAP) resources and services are available to all employees. In the face of unprecedented challenges related to the COVID-19 global pandemic, it is a great time for Work-Life Coordinators to remind agencies about the services available through EAP.

- **Remind all employees about the EAP.**
  Whether it’s helping employees navigate transitions, find more satisfaction, or maximize physical and emotional wellbeing, the EAP is here to assist.

- **Check-in with employees frequently.**
  As a Work-Life Coordinator, you are uniquely positioned to serve as a resource to help employees navigate their EAP options.

- **Equip managers to share EAP solutions.**
  Managers have a first-hand perspective on employee performance and needs. [OPM’s Toolkit for Managers](opm.gov/CCLContact) is a resource for managers to learn and understand the various work-life programs and practices.

Tips for Work-Life Coordinators

Employee Assistance Program

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Contact your local HR office to find your agency’s EAP Administrator or search OPM’s Work-Life Contact Tool available at: [opm.gov/CCLContact](opm.gov/CCLContact)

Additional information is available at [opm.gov/worklife](opm.gov/worklife)

OPM’s Work-Life staff is here to assist. Please reach out to us any time at worklife@opm.gov.