



WORK-LIFE

**employee assistance program**



*Whether it's helping you to navigate life's transitions, find more satisfaction in your work, or maximize your physical and emotional wellbeing, the EAP is here to assist."*

- U.S. OFFICE OF PERSONNEL MANAGEMENT



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A man with dark hair and a beard, wearing a light blue button-down shirt, is shown from the chest up. He is gesturing with his right hand, palm up, as if explaining something or making a point. He has a thoughtful expression on his face. The background is blurred, showing what appears to be a bookshelf.

# welcome

## **Employee Assistance Program in the Federal Government**

Each Federal Executive Branch agency has an Employee Assistance Program (EAP). In the course of your career, you may experience professional and/or personal situations that affect your capacity to perform well on the job. EAPs can play a vital role by providing you with knowledge and resources to support your well-being. From anything as simple as finding the right daycare or drafting a will to helping you cope with the death of a loved one, the EAP is here to help, and it's entirely confidential.









A person is sitting on a bench, looking out a window. The person is wearing a grey jacket and dark pants. The background is a bright, overcast sky. The person's hands are resting on their lap.

# about the program

An EAP is a free, voluntary, and confidential program that helps employees (including managers) work through various life challenges that may adversely affect job performance, health, or personal wellbeing to optimize an organization's success.

EAP services include assessments, counseling, and referrals for additional services to employees with personal and/or work-related concerns, such as stress, financial issues, legal issues, child and elder care, family problems, office conflicts, and alcohol and substance use.





# the value of employee assistance programs

**EAPs can reap benefits for agencies, employees, and families.**





## **benefits for employees and families**

- Offers easy access to resources and confidential experts who can help
- Improves employees' and dependents' abilities to successfully respond to challenges
- Reduces stress
- Decreases health-related expenses associated with stress, depression, and other mental health issues

## **benefits for agencies**

- Increases employee productivity and engagement
- Reduces healthcare costs
- Reduces the need for unscheduled leave
- Improves employee retention
- Facilitates safe, timely, and effective return-to-work following short-term and extended absences
- Develops competencies in managing workplace stress and improving work team performance
- Facilitates successful adjustment to workforce restructuring, reductions-in-force, or other workforce change events
- Reduces the likelihood of workplace violence or other safety risks
- Supports emergency preparedness, response, and recovery
- Promotes and supports a drug- and alcohol-free workplace

# 4 ways the EAP can help you

1

## **counseling**

The EAP provides initial assessment and short-term counseling to employees, and oftentimes their immediate family members, at no cost. You can seek confidential help with work, family, personal matters, legal, financial, stress, and other issues affecting your well-being.

2

## **work and family**

Work-family conflict can have negative effects on your behavior, emotions, and health. The EAP can help you and your family members find resources for the challenges you may face, including child care, adoption, moving, senior care, and special needs services.

# 3

## **legal consultation**

Occasionally, you may face a legal situation or have a question on a legal issue that you'd like to discuss with an attorney. The EAP can provide consultation and referral services for a wide range of legal issues. If you need additional legal assistance, the EAP may be able to help you retain an attorney at a discounted rate. Some examples of legal services provided by the EAP include living wills, car accidents, family law, and criminal matters.

# 4

## **financial guidance**

Sound information and financial planning are critical to achieving financial success. The EAP can offer you objective, targeted information on a wide range of issues, such as retirement planning, tuition assistance, estate planning, saving, and investment strategies.

*Life can be hectic. Getting support doesn't have to be.*

# did you know

All information about you and your contact with the EAP is confidential, unless you provide written permission to disclose specific information to another party or disclosure is required by law.

There is no cost for the direct consultation you receive from an EAP counselor. If you are referred to a treatment or resource, the EAP will inform you up front if there are any out-of-pocket costs, and some of these costs may even be covered by your insurance plan.

The EAP can assist with almost any kind of concern affecting one's work and/or personal life.







**...your EAP can help**





Substance use has a major impact on individuals, families, communities, and the workplace. Employees and families affected by substance use or substance use disorders can find resources to help through the EAP.

Emergencies, disasters, and other traumatic events are often unpredictable. The EAP can help employees, managers, and teams by developing techniques and plans for coping with stress, facilitating group debriefing sessions, and identifying and referring employees to professional and community resources.

All EAP services are available to managers. EAPs also offer leaders management consultation and guidance on topics such as, supporting employees in need, managing troubled employees, addressing conflict, and positive communication techniques.

## more information

Contact your local HR office to find your agency EAP Administrator  
or search OPM's Work-Life Contact Tool available at:

**<https://www.opm.gov/CCLContact/>**.

Additional information is available at

**[www.opm.gov/worklife](http://www.opm.gov/worklife)**.