

Town of Greenwich
Employee Assistance Program

(EAP)

The EAP is a confidential program to help you and your family resolve a wide range of personal problems. Through this program you have the opportunity to meet with a professional counselor who will assist you in identifying the source of the problem and develop a plan to resolve or handle it.

Below is a list of the kinds of problems employees and family members typically present to the EAP:

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|----------------|--------------|
| • Marriage | • Stress |
| • Family | • Grief |
| • Alcohol | • Legal |
| • Drug abuse | • Depression |
| • Occupational | • Financial |
| • Anxiety | • Other |

Use of the program is not limited to these types of difficulties. Any problem that affects you personally is appropriate.

If you're facing a difficult situation, no matter how big or small, the EAP is here to help. Simply call 661-3557.

COMMONLY ASKED QUESTIONS:

When should I use the program?

When you face a personal problem that you need to discuss with someone other than a family member or friend. Seek out this assistance before the problem becomes a serious one. All inquiries will be kept confidential.

What services are provided?

A professional counselor will discuss the problem with you and help you identify the best way to handle it.

Services included:

Assessment, short-term counseling and referral
Treatment coordination
Information/Education
Advisory and other special services

How do I contact the EAP?

Call the EAP private line at 661-3557. Appointments are scheduled weekdays between 8:00 A.M. and 7:00 P.M. either in Town Hall or off-site. Telephone consultations are available for those who do not wish to meet in-person with a counselor.

How much does it cost?

Services of the EAP are free of charge to all Greenwich Municipal/Board of Education employees and their families.

How can my family use the program?

Any family member who feels the need to discuss a personal problem can call the EAP directly. The EAP will need to know the employee's name and relationship. All inquiries by a family member are also kept confidential.

Is it really private?

All contacts are strictly confidential. No other person or department will know of your use of the program.

What if my supervisor refers me to the program?

A supervisor may refer an employee based on job performance problems or violation of Town policy. The referral is an effort to offer a resource to assist you in handling any problem that may be affecting your job performance. Use of the program is strictly voluntary. Any disciplinary action will only be based on job performance problems, or violation of Town policy...not use of the EAP.

A MESSAGE TO EMPLOYEES
AND THEIR FAMILIES

At the Town of Greenwich we believe it is in the best interest of our employees, their families and the Town to provide a program that will help deal with difficulties before they affect health, family life or job performance. The Town of Greenwich Employee Assistance Program (EAP) is here for this purpose.

In the formal course of our lives, we all face problems that range from minor aggravations to major trials. In fact, approximately 15% of

America's
workforce suffers
from a serious

personal problem sometime in their working lives. The EAP is designed to provide you and your family with an opportunity to confidentially discuss problems with a caring professional who will assist you in resolving the matter.

Difficulty in coping with change, stress, alcohol/other drug abuse, marital troubles, are some examples of the types of problems where EAP can help. We realize how personal these problems may be and ensure complete confidentiality. The Town of Greenwich has no specific knowledge of anyone's use of the program and receives only a statistical report covering the number and kinds of problems the program handles.

This brochure explains the program, If you would like more information, call the EAP at 661-3557. I encourage you to use our EAP should the need arise.

Alfred C. Cava, Director
Human Resources

Town of Greenwich
Employee Assistance Program

(203) 661-3557

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A Program for Municipal and Board of
Education Employees
And their Families