

EMPLOYEE ASSISTANCE PROGRAM

WorkLife Hawaii
A Division of Child & Family Service
www.worklifehawaii.org

Are you wrestling with worries or problems that have affected your job performance? Usually you can work it out by yourself, however there may be times when you may feel these challenges are more than you can handle.

If your worries and problems are affecting your job performance and you are in need of a professional counselor to assist you, then call WorkLife Hawaii (WLH), an employee assistance program sponsored by the Department of Education (Department).

WHAT IS THE *EMPLOYEE ASSISTANCE PROGRAM*?

The *Employee Assistance Program* (EAP) provides confidential, short-term professional counseling services to Department's employees who may be experiencing personal problems that are affecting job performance related to family or marital problems, alcohol or substance abuse, and other emotional or behavioral problems. WLH is also experienced in providing emergency/crisis and critical incident stress debriefing.

WLH is contracted to provide EAP services through a voluntary program that permits employees to seek help on their own or any employee's supervisor to seek help and refer their employee. The service is free up to a maximum of three hours and available 24 hours a day, 365 days a year, for the duration of the contract. WLH professional counselors, who specialize in the assessment of personal problems, will meet with the employee to explore options and possible resolutions.

WHO MAY USE *EAP*?

All Department employees (full-time, part-time, temporary), except hired student helpers, may utilize the WHL professional counseling services.

HOW DOES *EAP* WORK?

Any Department employee who wishes to use WLH professional counseling services can simply call WLH directly and schedule an appointment. Or, an employee's supervisor may refer an employee with job performance problems.

Discussions with a WLH counselor are kept **confidential** and will not be released without prior written permission.

WHAT SORT OF PROBLEMS CAN *EAP* HELP ME WITH?

EAP deals with a variety of situations that may be impacting your work or your life. Some of the more common problems are:

- * Marital/family problems
- * Relationship problems
- * Drug/Alcohol misuse
- * Job-related issues
- * Stress-related concerns
- * Other emotional or behavior problems

HOW DO I SET UP AN APPOINTMENT?

To make an appointment, employees may call WLH directly at (808) 543-8445 or toll-free at (800) 994-3571 after business hours. Appointments are also available evenings and Saturday mornings. ***A copy of your current pay stub will be required at the initial counseling session.***