**EMPLOYEE ASSISTANCE PROGRAM**

Newark 973-972-5429 • Piscataway 732-235-5930 • Camden/Stratford 856-770-5750 • 24 Hour Crisis 1-800-327-3678

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**What is an Employee Assistance Program (EAP)?**

An Employee Assistance Program, EAP, is a confidential counseling service program which helps employees deal effectively with personal problems that may affect their well-being, their home lives and/or their job performance.

**How does the EAP work?**

Professionals from Rutgers University Behavioral Health Care are available to help you take care of personal problems. They can assess your problem, provide short-term counseling and, if necessary, refer you to service providers in your community who will meet your needs for additional treatment.

**How do I get involved in the EAP?**

You or a member of your family can contact the EAP by calling one of the offices listed above. A friend, co-worker, or family member can also recommend your using the EAP. In addition, you may be referred to the program by your supervisor because of job performance problems.

**Will UBHC tell anyone what my problem is?**

ABSOLUTELY NOT! Your supervisor has been trained to only concern him/herself with your job performance problems. He/she does not have to know what is happening in your personal life. What is discussed between the EAP counselor and you is strictly confidential. This information will not be included in your personnel file and it will not be released without your written permission. Also, EAP records are kept separately from all other hospital/UBHC records.

**What personal problems can the EAP help employees with?**

Your EAP counselor is ready to help you with any problem, but the most common are: family and marital problems; problems resulting from alcohol or drug use; stress; financial problems; and a variety of problems related to adjusting to new or difficult situations.

**If my supervisor refers me to the EAP, will my job be in jeopardy?**

Your job security and/or promotional opportunities will not be jeopardized if you go to the EAP for help. If a personal problem is affecting your performance, your supervisor wants you to get help in taking care of it.

**Is there a fee for using the EAP?**

NO. The sessions with your EAP counselor are paid for by your employer. If you are referred for assistance to another professional or program in the community, fees for that service will be your responsibility. Also, your health insurance may cover a significant portion of any fees that you encounter. Your ability to pay is taken into consideration before any referral is made.

**Is the EAP available only to employees?**

NO. All eligible employees and family members living in their households can use the EAP.

**What if I don't want to use the EAP?**

The decision to use or not to use the EAP is yours. If you are demonstrating job performance problems, use of the program will be recommended. If you choose not to use it and your performance improves, that's fine. If you decide to try it and it helps you improve, that's great. Whether you use it or not, usual disciplinary policies will apply if job performance does not improve. Any actions taken by management are based on job performance only, not on whether you use or do not use the EAP.
Your EAP

Your employer recognizes that there are times when individuals and/or families can benefit from consultation with professionals in the mental health field. Reasons for such consultation may be personal or job-related. They include:

- Problems with relationships
- Family issues
- Separation, divorce
- Financial difficulties
- Alcohol, drug use
- Child care, elder care
- Bereavement
- Work related issues
- Personal problems

The EAP provides assessment, referral, and short term counseling to you and members of your household. A phone call will put you in touch with our staff who will assist you in making an appointment at one of our offices. Evening hours are available.

The EAP is provided through University Behavioral Health Care. You can call to set up an appointment between 9:00 a.m. and 5:00 p.m., Monday through Friday. Appointments can be scheduled during the day or evening hours.

For emergencies after 5:00 p.m. or on weekends, call: 1-800-327-3678

If you or a member of your family is having a problem that the EAP can help with, CALL:

Newark (973) 972-5429
Piscataway (732) 235-5930
Camden/Stratford (856) 770-5750
(800) 734-2116

and ask for an "EAP Appointment"

Rutgers University Behavioral Health Care

Rutgers, The State University of New Jersey

Employee Assistance Program

Short-Term
Confidential
Counseling Services

Rutgers University Behavioral Health Care

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