



MOORE NORMAN
TECHNOLOGY CENTER

Employee Assistance Program



Help is just a phone call away.

Services:

- Mental Health Counseling
- Stress Management
- Marital & Family Issues
- Drug and/or Alcohol Problems
- Work/Life Balance

405.990.2846



PROGRAM DESCRIPTION

Counseling Services

The Moore Norman Technology Center Employee Assistance Program (EAP) has as its goal to restore employees to full productivity. More specifically, the EAP provides free, confidential, short-term counseling, to identify and resolve personal employee challenges, and when appropriate, make a referral to an outside organization, facility, or program that can assist the employee in resolving his or her issues. It is the employee's responsibility to follow through with any referral, and it is also the employee's responsibility to make the necessary financial arrangements for any services or treatment provided by the referral resource. Most EAP referrals are covered under the Oklahoma State Employees and Education Group Insurance Program.

Why Provide EAP Services

Job effectiveness can be adversely affected when employees are faced with mental or emotional challenges, family responsibilities, financial or legal difficulties, drug and/or alcohol problems, workplace conflicts, and concerns or eldercare needs. The EAP can be extremely important in the prevention of, and intervention in: workplace violence incidents, the delivery of critical incident stress debriefings, and providing assistance to employees during critical agency change processes.

CONFIDENTIAL SERVICES

Confidentiality is guaranteed. Employees who choose to participate in the EAP do so in complete confidentiality. Employee confidence in the competence and trustworthiness of the EAP staff plays a key role in the program's success. EAP records never become part of an employee's personnel file. No information is ever released without the employee's expressed written authorization. The EAP complies with all federal and state confidentiality statutes and regulations. To facilitate confidentiality and anonymity, the EAP records are maintained separate from all MNTC facilities.

OTHER SERVICES

Drug Free Workplace (DFWP): The DFWP provides employee education, awareness and prevention services. EAP staff is available to consult with MNTC management regarding drug free workplace programming, and providing assessments, counseling, and referral and follow-up services.

Workplace Violence Awareness Prevention (WVAP): The WVP program was established to make employees aware of the impact WPV has on the work environment, and to provide employees with a safe work environment which is free from violence and the threat of violence.

Work/Life Program (WLP): The WLP was designed to assist employees with balancing work and life responsibilities. Services include alternative work arrangements, eldercare services, a military family resource system, and an emergency preparedness awareness and resources program.

Eldercare Program (ECP): The ECP program is a Work/Life Program developed specifically for employees who are caregivers to the elderly, either relatives or friends, or who expect to be caregivers or have an interest in eldercare issues. The program offers consultation and education and training to address eldercare issues, and to provide awareness, support materials, and support services. Individual consultation and assistance regarding eldercare needs and concerns is provided through the Employee Assistance Program.

CONTACT INFORMATION

Appointments are available during office hours and evenings.

Curtis Gilley, M.Ed., LBP

Cell: 405.990.2846

Fax: 405.275.4717

E-mail: gilleyc@sbcglobal.net | curtis.gilley@mntc.edu

CAMPUS LOCATIONS



DIRECTIONS TO CAMPUS

Franklin Road Campus



SOUTH

Take Exit 113 to the left (near Johnson Controls), turn left (east) at Franklin Road. Travel east on Franklin Road 1.5 miles to the campus.



NORTH

Take Exit 112 at Tecumseh Road. Turn left (east) onto Tecumseh Road, and travel east 1.5 miles to 12th Ave. NW. Turn left (north) and travel one mile to the campus.

South Penn Campus



NORTH & SOUTH

Take Exit 117 at SW 4th St., Moore, then travel west approximately three miles to SW 134th & S. Penn Ave. The street name changes from SW 4th in Moore to SW 134th Street in Oklahoma City.



NORTH & SOUTH

Take Exit 110 at SW 134th Street. Travel east 2.5 miles to SW 134th & South Penn Ave. The campus is located on the northwest corner.

REV 9/2015

There will be no discrimination in the technology center because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following people have been designated to handle inquiries regarding the technology center's non-discrimination policy: MNTC's Human Resources Director (for employees) and the Educational Services Director (for students). Inquiries concerning application of this policy may be made by calling 405.364.5763 or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069.