

IS THE EAP VOLUNTARY AND CONFIDENTIAL?

The Employee Assistance Program is here for you - and is totally voluntary and confidential. Your organization wants you to utilize the program if you or a member of your family have a problem. No service or treatment is ever imposed on you - you are entirely responsible as to whether or not you decide to pursue help. Your job security or opportunity for promotion will not be affected because you contacted Pathways EAP.

WHAT HAPPENS IF A SUPERVISOR REFERS AN EMPLOYEE TO THE EAP?

In cases where an employee's job performance is impaired by a personal problem, a supervisor or manager may refer him / her to the Employee Assistance Program. With the full knowledge of the employee, the initial phone call may be made by the supervisor / manager. Once the employee speaks with our counselor, no further information is provided, unless the employee gives his / her permission in writing.

Your Employee Assistance Program



THE
PATHWAYS
GROUP

HUMAN RESOURCES
PATHWAYS EAP
CONSULTANTS

184 Fern Street / West Hartford, CT 06119
Telephone: (860) 233-6228

WHAT IS AN EAP?

An EAP or Employee Assistance Program is an organization-sponsored program designed to help employees and their family members who have personal or family problems. The purpose of the EAP is to help people get assistance as soon as possible in order to keep at a minimum the personal and financial costs of:

- Health Care
- Job Performance Problems

The EAP is designed to help people without jeopardizing job, future or reputation. The professionals at Pathways EAP have been selected to offer off-site, easily accessible assistance. We hope that the EAP will be of service to you.

Remember, anyone can have a problem, and waiting to do something about it often only makes it worse.

WHO CAN USE THE EAP?

The Employee Assistance Program is available to all employees of the organization, and any member of the immediate household.

WHAT PROBLEMS DOES THE EAP DEAL WITH?

Our staff offers individual therapy, family or group therapy, marriage counseling and child/play therapy. We are skilled in specific problems such as:

- Stress-related disorders
- Marriage conflicts
- Parent/child problems
- Alcohol/Drug abuse
- Eating/smoking disorders
- Families with terminal illness
- Emotional disorders
- Financial and legal problems, and many others.

HOW DOES THE EAP WORK?

If you need help, call your Employee Assistance Program Hotline - Referral Service at (860) 233-6228

After discussing your problem and evaluating your particular needs, the counselor will make an appointment with you for a "free-of-charge" assessment session(s).

WHAT WILL HAPPEN AFTER THE FREE ASSESSMENT SESSION?

If it is decided that you or your family member would benefit from continued counseling, you may wish to stay with the same counselor. If it is more appropriate, you may be referred to another staff member of Pathways EAP, an outside therapist, a financial advisor, a lawyer or other community resource for the most appropriate help available.

WHAT WILL THE EAP COST?

There is no charge to you when you call Pathways EAP. And there is no charge to come in and talk with someone for an initial assessment session(s). At times, a single phone call or the initial session(s) can solve the problem.

If you decide to seek further help, charges of the health professionals or counselors whom you are referred to will, in most cases, be covered by your organization's health insurance major medical plan.

When other types of assistance are required, e.g. legal, financial or community services, it is your responsibility to arrange for payment with these providers.