
EMPLOYEE ASSISTANCE PROGRAM (EAP)

ELIGIBILITY

The EAP is available only to employees of State Agencies and the University System. If an employee is eligible for and is enrolled in the Basic Life Insurance, they are automatically enrolled in the EAP. Each biennium all eligible agencies have the opportunity to renew with their current vendor or select a new vendor to provide services to their agency.

ENROLLMENT

There is no enrollment form for the EAP. For agencies using the PeopleSoft payroll system, an employee will be enrolled in the EAP benefit plan that was selected by your agency through benefits administration.

PROVIDERS

<u>Provider</u>	<u>Rate</u>
St. Alexius EAP	\$1.42
MedCenter One EAP	\$1.40
The Village Family Services	\$1.42
Deer Oakes EAP	\$1.42

EAP premiums are included on the monthly Group Insurance Billing that you receive from PERS and should be reconciled by following the same procedures used for the health and life insurance.

UNPAID LEAVE OF ABSENCE

If the employee is on an unpaid leave of absence and either the employee or the employer is paying the basic life premium during the leave, the EAP premium must comply with the payment method selected for the basic life premium.