

# EMPLOYEE ASSISTANCE PROGRAM

(For State Agencies Only)



**Eligibility:**

Eligible employees are those employees who are at least 18 years of age, work at least 20 hours per week for 20 or more weeks per year for a state agency, and whose positions are regularly funded and not of limited duration (i.e., permanent) and their immediate family members. Immediate family includes the spouses and/or children living in the same household as the employee or dependent children attending school.

**Enrollment:**

You are automatically enrolled in the program. The premium is paid by the employer.

**Program Description:**

The EAP is designed to provide special assistance in guidance and counseling and to determine appropriate diagnosis and/or course of treatment to employees and their eligible dependents in cases of alcoholism, drug abuse and personal problems. This assistance is rendered for a specified number of visits and the EAP is responsible for recommending further referrals to clinical or supportive organizations and medical professionals if necessary. They also conduct educational seminars and provide informational brochures.

Employees may be referred to an EAP by their supervisor in instances where an employee has deteriorating job performance and has not responded to established supervisory counseling or disciplinary procedures. Employees may also seek assistance on their own.

<b><u>Minimum Services:</u></b>	<b><u>Appointments Within:</u></b>
Provides 6 individual sessions per year	72 hours for non-emergency
Provides phone counseling	24 hours for emergency
Provides a toll-free number	Weekend/Holiday (Emergency)
Provides a 24-hour Crisis Hot Line	

<b><u>Range of Counseling Services:</u></b>	
Alcohol and Drug Dependence	Job Stress Concerns
Family or Marriage Problems	Financial Issues
Work-Related Problems	Physical or Sexual abuse
Emotional Problems	Gambling Issues
Behavioral Problems	Family Relationships

**Current EAP Providers:**

St. Alexius/Heartview  
900 E Broadway  
PO Box 5510  
Bismarck ND 58506-  
5510  
(701) 530-7195  
1-800-327-7195

Village Family  
Services  
PO Box 9859  
Fargo ND 58106-  
9859  
(701) 451-4900  
1-800-627-8220

Deer Oaks EAP Services  
  
126 E Main Plaza, Ste 8  
San Antonio TX 78240  
  
1-866-327-2400

For more detailed information please visit the website and connect to the provider link.

**Client Confidentiality:**

The cornerstone of the EAP is the strict confidentiality that is adhered to regarding all program services. All clients can be assured that no information will be disclosed to anyone without the client's written authorization, or within the limits of the state and federal laws.