

EMPLOYEE ASSISTANCE PROGRAM GUIDE

What is an Employee Assistance Program?

The Employee Assistance Program (EAP) provides professional help to employees and their immediate family members who have personal problems such as:

- .emotional difficulties
- .marital conflicts
- .alcohol and drug problems
- .parent-child-family conflicts
- .stress
- .relationship issues
- .financial concerns

This program, paid for by your employer, is administered by Wayne Corporation, a private consulting firm that specializes in personal counseling. The EAP helps individuals with personal problems and also helps managers and supervisors when employees' problems are interfering with performance at work. ,

HOW DOES IT WORK?

Any eligible individual may contact the EAP directly. **In** addition, a manager or supervisor may refer an employee when there are concerns about the employee's work performance.

To begin to deal with concerns and to plan a course of action, *free* assessment and counseling with the EAP counselor are available. These meetings are used to explore problems, to bring difficulties into focus, to evaluate strengths and weaknesses, and to plan specific steps toward dealing with the concerns or conflicts. Such steps may include referral to qualified local professionals or agencies.



The right to privacy is one of the most crucial aspects of the program. Whether self-referred or supervisor-referred, the employee's right to confidentiality is respected. To the extent permitted by law, Wayne Corporation will not share any information regarding an individual's involvement with the EAP without the individual's written permission.

Telephone Consultation

Individuals may contact the EAP by calling **Wayne Corporation at (502) 451-8262** on weekdays between 8:00 AM and 5:30 PM. Emergency calls may be made at any time. Those outside the Louisville area may call **toll free 1-800-441-1EAP**.

A Personal Word

The EAP is designed for you because your employer knows that individual employees are important! The professional staff at Wayne Corporation believes that you are important too, and that is why we pledge confidential, timely, and caring service. When you need us, give us a call.

It's free. It's confidential. We can help!