

What is an Employee Assistance Program (EAP)?

An EAP is designed to enhance the quality of life for employees and their families by providing assistance to resolve personal, family and job-related problems. EAP Services provides trained professional counselors to assist in resolving these problems.

What Services are Available?

Your EAP can help you deal with many situations including:

- Job Stress
- Emotional Problems
- Financial Problems
- Marital and Family Problems
- Drug and Alcohol Abuse

Who is Eligible?

All regular full-time employees of the Town of Atlantic Beach and their family.

Why does the Town of Atlantic Beach have an EAP?

The Town of Atlantic Beach realizes that its greatest asset is its employees. We have a commitment to providing a work place that will enhance our employees' commitment to themselves and to us. Providing this EAP is a demonstration of this commitment.

The goal of the EAP is to offer employees and their families help in coping with problems before they turn into a crisis, or result in serious deterioration of health, family life, and job performance.

In most instances, problems are resolved independently. However, there are times when difficulties can be so intense, or last so long, that personal happiness, family relations, health and job related performance can be affected and outside help needed.

How do I use the EAP?

Self Referral: Employees or any eligible family member may call to arrange an appointment with a counselor.

Management Referral: Employees may be referred to a counselor if job performance or conduct on the job seems to be affected by personal or job-related problems.

Can I be Guaranteed Confidentiality?

The EAP is a confidential program. No information regarding participation in the program will be released without the employee's written consent unless otherwise specified by Law. In the event of a management referral, information other than the employee attended or did not attend the appointment will not be released without the employees' written permission.

How Much Does the EAP Cost?

There is no cost to the employee or their family for three (3) visits with a counselor per year. This benefit is provided by the Town of Atlantic Beach. For additional visits, or if you are referred to another professional for services or treatment, the cost will be your responsibility, but may be covered by your health insurance plan.

Who is the Town's EAP Provider?

Tony Howard, with **Carolina EAP's, Inc**, at East Plaza, Suite 10, in Havelock. The office is open Monday through Friday – 9:00 AM to 5:00 PM. Please feel free to call Tony anytime, even after hours or during an emergency, at 252 671-5898. You may contact him by email at howard1@cconnect.net.