

**Putnam/Rockland/Westchester  
Regional Consortium For Employee Assistance (EAP)**

*A service provided by:*

*Putnam/Northern Westchester Board of Cooperative  
Educational Services (BOCES)*

**PUTNAM  
NORTHERN  
WESTCHESTER**

**BOCES**



**Longview Associates, LLC**

Over 25 years of Experience in  
the Design and Implementation  
of Employee Assistance  
Programs (EAP)

**National Network of  
Affiliate Offices**

Longview Associates, LLC is able  
to meet the geographic needs of  
all employees and their families  
through our National Network  
of Affiliates. Employees and their  
families will be seen in affiliate  
offices that are convenient to  
work or home depending on  
individual needs.

**(800) 666-5327**

**Employee Assistance Program  
(EAP)**

**(800) 666-5327**

**EMOTIONAL**

**LEGAL**

**FAMILY**

**TRAUMA FINANCIAL**

**ALCOHOL DRUGS**

*Problems  
Have  
Solutions*

**For District Employees  
and their Families**

## What Is the Employee Assistance Program (EAP)?

The Employee Assistance Program (EAP) provides *confidential* and *experienced* assistance to help you and your family resolve personal problems that affect your health, family, or job. In addition to assessment and referral services, the EAP provides information, education, and consultation both independently and in concert with other professional resources.

### Why Use the EAP?

Everyone needs help now and then in dealing with a personal crisis or confronting a challenge at work. The EAP offers you an opportunity to solve problems, improve the quality of your life and enhance or maintain superior job performance. Change is seldom easy. The EAP can help you make it happen.

### What Kinds of Problems Do Employees Call the EAP About?

The EAP's confidential, professional services address a variety of personal concerns and organizational needs. Among the issues it addresses are:

Family Concerns	Financial
Marital Problems	Legal
Alcohol	Eldercare
Other Drugs	Child Care
Codependency	Occupational
Emotional	Work-Related Stress
Psychological	Loss of A Loved One

— ***No problem is too serious or too simple.*** —

### Contacting the EAP

The EAP can be reached 24 hours a day, 7 days a week. The employee or family member may contact the EAP in a variety of ways:

#### ***Self Referral***

The employee or family member may phone the EAP directly, talk to an EAP consultant and arrange an appointment.

#### ***Supervisor Recommended Referral***

The employee may be encouraged to seek assistance from the EAP by a supervisor or administrator.

#### ***Job Performance Referral***

A supervisor or administrator may refer the employee to the EAP because of deteriorating job performance, excessive absenteeism or violation of district policy (i.e., drug free workplace (DFWP), sexual harassment, etc.).

Regardless of how contact is made, the employee and/or family members who request help will be asked to schedule an appointment to meet with one of our EAP consultants. The EAP consultant will provide assistance, recommendations, and referral to appropriate resources, as needed.

### Program Integrity and Professional Staff

Confidentiality is an important issue for everyone, and the EAP abides by all state and federal laws governing it. Information shared with the EAP will not be disclosed to anyone without your written consent, unless required by law.

Our EAP consultants are experts in assessment and referral. They work with clients to find the most effective and affordable solutions to problems. All EAP consultant staff have a minimum of a master's degree in social work or counseling as well as many years of clinical experience in dealing with a wide range of personal and workplace concerns.

### Referral for Specialized Services

If you need ongoing assistance, you will be referred to qualified resources. Your benefits coverage and ability to pay are considered when making referrals, since the financial responsibility will be yours. The least intrusive, most appropriate level of help is always recommended.

### What Does EAP Cost?

The services of the EAP are paid for by the school district because it values you and the work you do. However, if a referral is necessary, those fees will be your responsibility and may be covered by your health benefits.

**For Confidential Assistance:  
Call The EAP 1-800-666-5327**