



What is EAP?

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- Employee Assistance Program
- A *confidential* benefit provided through your employer's participation with the **Vermont League of Cities and Towns, Property and Casualty Intermunicipal Fund. (VLCT PACIF)**
 - EAP professionals adhere to the highest level of ethical standards governed by their disciplines: psychology, social work, mental health, etc.
- A resource for information to assist you in dealing with areas of stress in your life, from the practical to the complex
- In-person appointments with skilled clinicians
 - A starting point for problem-solving with a seasoned EAP professional, whether you have a personal or work-related concern
 - Short term supportive counseling, with referrals to other professionals as needed
- Telephonic assistance for work-life issues: referrals for legal, financial, elder or child-care issues, fuel assistance and any other resource-related concern.
- Dynamic website with resources and articles that can provide help for coping with stressful situations in your life

Who is eligible to use EAP?

- You
- Members of your immediate household: spouse, partner, children, etc.

What types of issues are appropriate for EAP?

- If it is a source of stress or uncertainty to you, it is an EAP issue. If it distracts you during your workday, it is an EAP issue. A call to EAP is always appropriate.
- Examples of issues could include:
 - Stress
 - Grief/Loss
 - Relationship problems
 - Depression
 - Anxiety
 - Alcohol/substance concerns
 - Elderly parent needs
 - Anger
 - Health issues impacting your work or personal life
 - Life transitions
 - Legal difficulties
 - Financial stress
 - Workplace issues
 - Parenting concerns



What is EAP?

What's in it for my VLCT PACIF or my employer?

- VLCT PACIF and member employers care about the individuals who work for them, and they understand that employees' personal lives don't stop just because they are now at work. The EAP allows employers to focus on their area of expertise (managing) while EAP confidentially supports employees who are struggling with personal issues.
- Through providing employees the EAP benefit, employers are giving a vital resource while protecting the productivity of the workplace. If you are stressed and distracted, inevitably your work will suffer, and employers can prevent this by providing you an EAP.

What happens once I contact EAP?

- A call to EAP puts you in touch with a counselor, 24 hours a day.
- You may be completely satisfied with the initial phone conversation, but you will also be offered the option of a referral to a counselor convenient to your location.
- Once referred to an EAP counselor, you and the counselor will work to define the problem
 - If the problem is defined as resolvable within the short term EAP model, you will work with the EAP counselor and no referral through insurance will be made.
 - If during the initial EAP assessment, it is determined that you would benefit from longer term treatment, your EAP counselor will refer you to a clinician who specializes in the need you have and who can work with you over time toward resolution.

Will VLCT PACIF, my employer or colleagues know I am using EAP?

- No. EAP is a benefit administered separately from your organization. It is a contracted program staffed by mental health professionals obligated by state and federal laws to maintain the confidentiality of their clients and adhere to the ethics of their profession.
- The only information EAP provides back to VLCT is through generalized annual usage summaries with all identifying data removed. Usage is not linked to individual municipalities. Usage is reported in percentages relative to the entire state-wide employee base, as are categories of issues.

How do I learn more about EAP?

- Call toll free 1-800-287-2173 or
- Browse the website for resources at www.investeap.org. Create a Login.
Organizational Password: *vlct*

