

Employee Assistance Program (EAP)

Line of Business: General Liability, Public Official Liability

Risk Control Strategy/Key Issues: Establish an outline for a document to assist in mitigation of losses and exposure to lawsuits related to Employee Assistance Programs or lack thereof.

Suggested Program Elements:

1. Policy Statement:

- Assignment of responsibilities and accountability for program
- Commitment to the management of personal and professional stress
- Identify who is qualified to participate in the EAP
- EAP provider(s) and how to contact them
- Emphasize confidential nature of the program

2. EAP Provider selection:

- Establish selection team
- Establish qualification requirements for outside service provider
- Establish time frames for executing program
- Incorporate the EAP into existing Human Resource procedures and guidelines

3. Key Program Components:

- Eligibility
- Services Provided and Excluded
- Assessment and/or Short Term Counseling (number of free sessions)
- Referrals for treatment
- Who is covered
- Confidentiality limited by legally required exceptions
- Establish grievance investigation procedures

4. Training Program:

- Management/supervisor responsibilities
- Employee orientation
- Critical Incident Debriefing

Program Activities Calendar:

- Annual Audits
- Annual Training and Education
- Periodic Promotion of the Program, at least Annually

Web Site Links:

- FedWorld@NTIS
<http://fedworld.ntis.gov/about.html>
- Employee Assistance Professionals Association
<http://www.eap-association.com>

- Employee Assistance Program
<http://www.eap-sap.com/>

GROUPS, ORGANIZATIONS, & PROGRAMS ON EMPLOYEE ASSISTANCE PROGRAMS

<p><u>Alcoholics Anonymous (AA)</u> P.O. Box 459 Grand Central Station New York, NY 10163 212-870-3400</p>	<p><u>Employee Assistance Society of North America (EASNA)</u> 2001 Jefferson Davis Highway, Suite 1004 Arlington, VA 22202-3617 703-416-0060</p>
<p><u>American Bar Association (ABA) - Standing Committee on Substance Abuse</u> 740 Fifteenth Street, NW Washington, DC 20005-1022 202-638-3844</p>	<p><u>Hazelden Foundation</u> P.O. Box 11 Center City, MN 55012-0011 800-257-7810</p>
<p><u>Employee Assistance Professionals Association (EAPA)</u> 4350 North Fairfax Drive, Ste 740 Arlington, VA 22203 703-387-1000</p>	<p><u>National Council on Alcoholism and Drug Dependence, Inc.</u> 217 Broadway, Suite 712 New York, NY 10007 212-269-7797</p>

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