



Employee Assistance Program EAP

Module 3

National Guard

Technician Personnel Management Course



EMPLOYEE ASSISTANCE PROGRAM (EAP)

What we will cover today:

- EAP History
- EAP Definition
- EAP Guidance
- EAP References for Assistance



EAP HISTORY

- 1970s:** Public Laws 91-61 and 92-255 mandated employee assistance programs in federal agencies
- 1980s:** TPR 792-2 governs the National Guard program and changed the technician program to Technician Assistance Program (TAP)
- 1990s:** TPR 792-2 changed the program name to Employee Assistance Program (EAP)



EAP DEFINED

Per TPR 792 and Ohio National Guard Technician Handbook

Chapter 6:

a) The Employee Assistance Program provides confidential and professional assistance to help employees and their families resolve personal problems that may affect their well-being and/or job performance. The program addresses human problems such as marital difficulties, domestic violence, financial or legal problems, emotional difficulties, or problems caused by alcohol or other drug abuse.



EAP DEFINED

Continued:

b) For assistance, technicians can utilize Ohio Cares, located on the Web at www.ohiocares.ohio.gov, or at **1-800-761-0868**.

This organization is sponsored by the State of Ohio and pools both Military One Source and community and behavioral counseling in Ohio.

The goal of EAP is restoring valuable employees to full productivity.



EAP DEFINED

2 TYPES OF EAP REFERRALS

Self-Initiated Referral

A member who voluntarily seeks EAP assistance or who seeks EAP assistance at the recommendation of a union rep, co-worker, friend, family member, nurse, etc.

Management-Initiated Referral

A member who is formally referred to EAP by a supervisor, usually due to a performance/conduct deficiency, or when identified as using drugs IAW Executive Order 12564.

Contact JFHQ HRO Labor Relations (Kathy Gulla) (614) 336-7475. 6



EAP DEFINED

OTHER COMMON TERMS

Self-Identification

When an employee admits to drug or alcohol use to their supervisor or to EAP Coordinator, and seeks rehabilitative assistance from EAP services IAW Executive Order 12564 prior to being identified through other means.

Last Chance Agreement

An agreement reached between the employee and the employer that holds in abeyance an employee's disciplinary action, when certain conditions are met.



EAP GUIDANCE

SUPERVISOR'S ROLE IN EAP

1. Provide a safe and healthy work environment for members.
2. Be a leader and know the pulse of your work center - be engaged with your members and aware of changes.
3. Monitor and document member's performance and conduct.
4. Examples of problems: absenteeism or tardiness, lower job efficiency, diminishing or poor work quality, missed deadlines, unpredictable behavior, illness, evidence of problems at home or with their relationships.
5. ***Do not diagnose or treat the member.***



EAP GUIDANCE

SUPERVISOR'S ROLE IN EAP

6. Inform the member of their performance/conduct/inability to meet the mission/complete tasks as outlined in their performance standards. Ensure to document this meeting.
7. Familiar with programs/services that may assist the member.
8. Refers employees to an agency for assistance or the JFHQ SEEM/EAP Coordinator for additional guidance or referrals.
9. Provides positive reinforcement for the member and may grant leave for them to participate in services/treatment.
10. Coordinate actions and documentation within guidelines with **JFHQ HRO Labor Relations - Kathy Gulla (614) 336-7475.**



EAP GUIDANCE

COORDINATOR'S / SEEM's ROLE

- May serve as a POC for members or supervisors who may need or ask for assistance.
- May serve as a liaison for the member and supervisor.
- Is familiar with programs or agencies that may assist.
- May refer members to an agency for help, guidance, assessments or intervention.
- ***Does not diagnose or treat.***

JFHQ SEEM/EAP Coordinator

1st Lt. Joy Ella Bourassa (614) 336 - 7497



EAP GUIDANCE

LABOR RELATIONS ROLE

- May serve as a POC for supervisors who need assistance with the documentation of an employee's EAP involvement or possible administrative or disciplinary actions.
- ***Does not diagnose or treat.***

**JFHQ Labor Relations POC
Kathy Gulla (614) 336-7475.**



EAP GUIDANCE

EMPLOYEE'S ROLE

- Honestly seek help, guidance or assistance to resolve issues that interfere with their conduct and/or job performance.
- Be accountable to their supervisor and the agency providing them / their family assistance.
- Put forth an honest effort in the performance of their duties.



EAP REFERENCES

Referrals for assistance and intervention

*** ALL MILITARY MEMBERS** (Technician, AGR, Active Duty / Guard & Reserve)

> www.ohiocares.ohio.gov

Ohio Cares Program

> www.MilitaryOneSource.com

1-800-342-9647

JFHQ Military OneSource Consultant (614)336-7319

> www.jointservicesupport.org

Joint Services Support Program



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QUESTIONS – COMMENTS ???