

Confidential
Accessible
Respectful
Effective
Solution-focused

Washington State **Employee Assistance Program**

Contact **EAP**

EAP services are available statewide. To schedule an appointment or a workplace consultation, contact the EAP.

(360) 407-9490

1-877-313-4455

FAX (360) 664-0498

1222 State Avenue NE
Suite 201
PO Box 47540
Olympia WA 98504

www.eap.wa.gov

The Washington State Employee Assistance Program is a service provided by the Department of Enterprise Services. Contacts with the Employee Assistance Program are confidential. Any disclosure of confidential information requires the written consent of the contacting employee.



The **Washington State Employee Assistance Program (EAP)** has provided employee assistance services for 40 years. The EAP helps public employees resolve personal and work-related problems.

In the course of one's career, an employee may experience situations that affect his or her capacity to perform well on the job. These experiences, while personal in nature, can manifest in the workplace as issues that affect performance, attendance, or conduct.

As employees of Washington State, EAP staff understand the issues that face public service employees. EAP consultations are voluntary, confidential and available at no cost to covered employees and adult members of their households.

EAP also assists management in developing strategies that address a variety of workplace issues.

Assisting Employees

EAP provides short-term, solution focused assessments for employees or adult members of their households. Employees can contact EAP directly. Consultations are confidential and provided at no cost.

If additional help is needed, EAP will help locate resources for ongoing assistance. Many referrals are covered by your health care insurance.

General government rules and most collective bargaining agreements allow for the use of paid leave for an EAP assessment. An employee can also use sick or vacation leave.

Workplace Consultations

EAP offers workplace consultations and assistance in developing strategies to address workplace issues. Consultations are helpful as EAP brings a unique perspective, offers suggestions and options, or advises managers on how to intervene in a situation.

Workplace consultations address issues such as work performance, lowered morale, interpersonal conflicts, and wellness concerns. These issues may be new or long-standing work group concerns.

Early intervention is effective and conveys to all parties that the agency is paying attention and committed to providing a safe and productive workplace.

EAP's online resources

The EAP Website (www.eap.wa.gov) offers a wealth of information about the types of assistance the program offers. In addition, you will find a variety of useful publications, newsletters, and EAP Orientation for Employees video.