

# EAN

employee assistance network, inc.

## *What is an EAP?*

It is a program that provides confidential and professional assistance to help resolve problems that are affecting you or your family.

## *Why an EAP?*

All of us have problems from time to time. When a personal problem makes life difficult, it can also lead to difficulties at work. The EAP is designed to help employees before their personal problems become work problems.

## *What Kind of problems?*

- Stress
- Tension
- Family
- Work
- Gambling
- Alcohol/Drugs
- Depression
- Financial Pressures
- Sleep Difficulties
- and Others...

## *Who can use the EAP?*

Employees and their families (immediate members of the household) can use the EAP on a self-referral basis. Employees may also be referred by their supervisors when personal problems affect job performance.

## *Is it confidential?*

YES--Confidentiality is a vital part of your EAP. Your employer will not know that you have requested assistance without your permission. No records related to counseling will be placed in your personnel file, nor will promotion or transfer opportunities be affected if you use the program.

## *How much does it cost?*

Your employer has prepaid the cost of the initial evaluation and brief counseling session(s). If further counseling is recommended, additional costs are the responsibility of the employee, but will usually be covered by your health plan.

## *How do I use the EAP?*

If you or members of your family are experiencing family, emotional or other problems, please call the Employee Assistance Network to make an appointment with one of our qualified professionals. We are open Monday-Friday 8:00 a.m. - 5:00 p.m. We have offices in Asheville, Hendersonville, Waynesville, Sylva and Franklin. In Asheville call: 828-252-5725; all other offices and throughout North America: 1-800-454-1477.

EAN can also be contacted on line at [www.eannc.com](http://www.eannc.com)