

Employee Assistance Program



Welcome to the Florida State University Employee Assistance Program's (EAP) New Employee Orientation. This introduction presentation provides information about the EAP's mission, the services it provides and eligibility.

Navigation:

A navigation panel will appear on the left-hand side once you begin this course. Use the menu to move through each of the sections. Once you have finished reviewing a section you will receive a check mark next to that section indicating it is completed.

This is an interactive website designed to be self-paced. Please ensure that you click on all interactive media (a check boxes, tabs, arrows, etc.) to fully engage with the information. This course should take about 15 minutes to complete.

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EAP at FSU



What is the Employee Assistance Program?

The Employee Assistance Program (EAP) incorporates several employee services including Brief Intervention/Short-term Counseling (to address personal and/or workplace concerns),

Supervisor Consults, Organizational Development/Trainings, Mediation, and an Emergency Loan Fund (ELF).

EAP at FSU

Why does FSU have an Employee Assistance Program? The Employee Assistance Program represents a commitment by Florida State University to improve the well-being of its employees through a program that provides help in dealing with personal and/or workplace difficulties.



FSU values you as a person and the work you do. EAP is a complete program that is provided to give you the help you need, when you need it.

CONTINUE

EAP Services

The Employee Assistance Program offers

a centralized location where FSU employees may seek and obtain assistance in the five following areas:

- Brief Intervention/Counseling for employees**
 - Supervisor Consults**
 - Organization Development/Training**
 - Mediation**
 - Emergency Loan Fund (ELF)**
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Brief Intervention/Counseling

The EAP is confidential and provides problem evaluation, brief intervention, referral (if needed) and follow-up services to help FSU employees deal with:

- Marital and Family Conflicts
- Parenting
- Relationship Issues
- Financial Difficulties
- Separation/Divorce
- Grief/Loss Issues
- Job Stress
- Anxiety/Depression/Anger
- Physical/Sexual/Emotional Abuse
- Alcohol and Drug Abuse
- Communication Problems

Supervisor Consults

Supervisory consults are available for supervisors who seek:

SUPPORT #1

SUPPORT #2

SUPPORT #3

To address employee job performance issues



SUPPORT #1

SUPPORT #2

SUPPORT #3

To provide problem resolution/enhance supervisory skills



SUPPORT #1

SUPPORT #2

SUPPORT #3

To strengthen workplace relationships



Organizational Development/Training

The Organizational Development component of the EAP consists of conducting trainings and workshops in areas of interest.

Current class offerings include:



Team Building



Conflict Communication Skills



Stress Management



Working with You is Killing Me



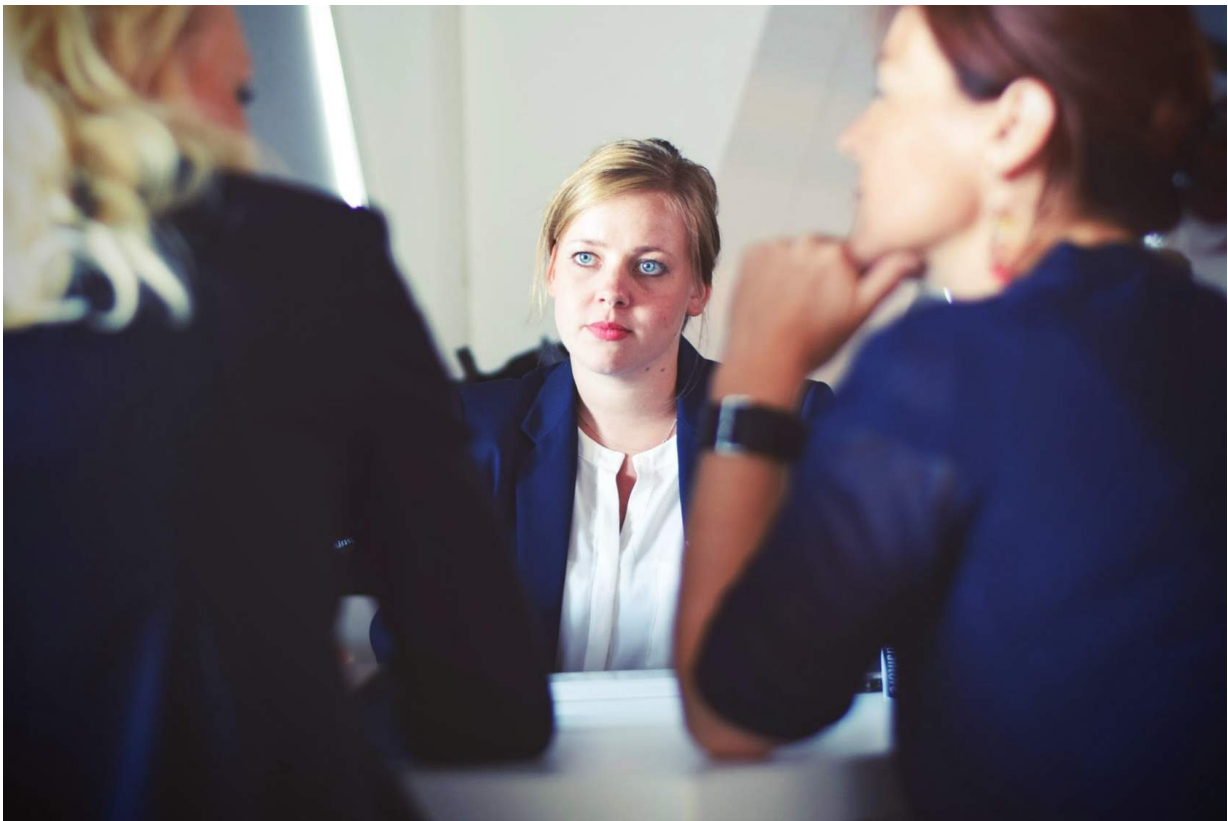
EAP for Supervisors



Mindfulness

Mediation Services

We also provide mediation services (conflict resolution) for employees to help them resolve differences in a constructive way.



Emergency Loan Fund (ELF)

We offer emergency loans for those unexpected financial needs that sometimes come up.

To qualify, employees **must** meet **all criteria**, including completion of **12 months** continuous service at Florida State University.

CONTINUE

Eligibility and Cost

Who is eligible for our services?

Sort the cards below to determine who is eligible to receive EAP services at FSU.

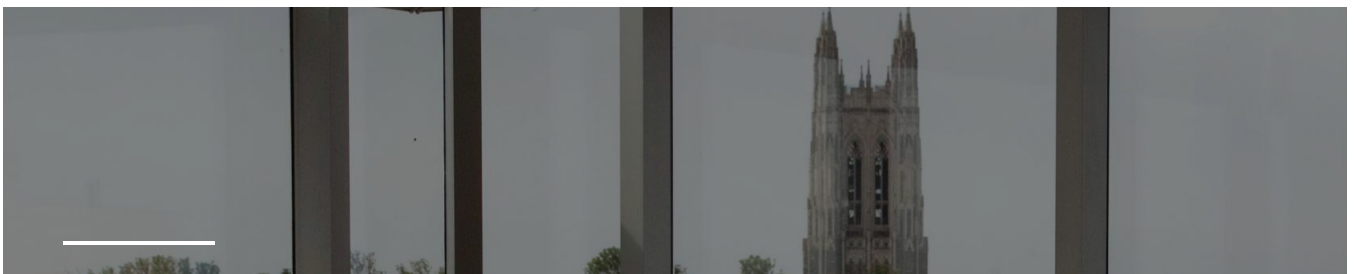
Eligible


All FSU Employees	Dependents of FSU Employees
Employee Spouse/Partner	Family Member Living with an Employee

Ineligible

You, a dependent, an immediate family member, or other family members who live in the same household are eligible to use our services free of cost. Dependents and/or immediate family members can seek help with the employee or on their own.

i When a referral is made to an outside agency, there may be a fee/cost associated with those services.





We make every effort to obtain high quality care at the most reasonable cost. Health insurance will cover many referral resources, such as inpatient and outpatient care in private and public treatment facilities.

Supervisory Referral

Sometimes a department head or supervisor might provide you with a referral or suggest our services to assist you in resolving any personal difficulties that may be affecting your job.

CONFIDENTIAL

Understand that our services are confidential and your right to privacy is rigidly protected. The Employee Assistance Professional cannot release any information to anyone without your consent. Employee Assistance Professionals follow a strict code of professional ethics in dealing with confidentiality .

CONTINUE

Contact Us



Help is ready and available!

- **Jim Bramblett**, Ph.D, LMHC, CEAP - Director
- **Melissa Bolen**, Ph.D, LMFT, CEAP - Clinical Coordinator
- **Kyle Caswell**, MS, LMHC, MCAP - EAP Counselor

We are located at: 937 W. Jefferson Street Tallahassee, FL 32304

To schedule an appointment, call us at (850) 644-2288 or fax (850) 644-1043.

For more details, visit our website <http://eap.fsu.edu/>