

COST

There is no cost for the Employee Assistance Program. Any cost for other resources will be your responsibility. Depending on the benefit option you have chosen with your medical plan, both your coverage and steps to get help may be quite different. Your EAP Coordinator will provide information regarding your coverage.

CONFIDENTIALITY

EAP is confidential service designed to help you resolve your personal problems before they disrupt your personal or work life.

Your visit with an EAP Coordinator will be confidential. No information about your contact with EAP will be given to anyone, including your supervisor, without your consent. Nothing about your personal problem will be put in your personnel record.

In an emergency situation, there may be a need to disclose limited information. This would only occur in a life-threatening event.

However, only information essential to the emergency would be released.



CMSGT WILLIAM E. PINKNEY STATE EQUAL EMPLOYMENT MANAGER

Phone: (678) 569-5728

Email: William.Pinkney@ga.ngb.army.mil

SSG SONYA PITMON EEO ASSISTANT

678-569-5729

Email: Sonya.Pitmon@ga.ngb.army.mil

SSGT JOSE MADERA EEO/DIVERSITY SPECIALIST

Phone: (678) 569-5016

Email:

Jose.Moises.Madera@ga.ngb.army.mil

Fax: (678) 569-5765

***E*THICAL AND
CONFIDENTIAL**

***A*SSISTANCE FOR**

***P*ERSONAL PROBLEMS**

GEORGIA NATIONAL GUARD



***EMPLOYEE
ASSISTANCE
PROGRAM***

WHAT IS THE GA NG EMPLOYEES' ASSISTANCE PROGRAM (EAP)

As employees, we are a valuable resource of the Georgia National Guard. When we are working at our best, the GA NG is operating at it's best. Coping with a problem is a normal part of life. All of us have experienced personal problems that cause us to feel uncomfortable. Usually, with the help of family and friends, we are able to resolve these problems before they have a serious impact on our lives. However, there may be a time you feel that a problem is getting the best of you. You may be feeling the pressure at home and at work. At a time like this, your EAP is available to lend a helping hand.

ASSESSMENT

The time you spend with EAP is called an assessment. The purpose of this meeting is to determine the nature of your concerns and to help identify solutions.



PROBLEMS COVERED

Assistance is provided under EAP for a wide variety of personal concerns. This service seeks to help technicians define problem-solving resources. As part of the service, it may be important for technicians to understand governing policies, procedures, and benefits. The EAP Coordinator can help you by providing clarity to such issues. Services are available in the following areas:

- **EMOTIONAL/ALCOHOL/DRUG**
- **FAMILY/FINANCIAL/MARITAL**
- **LEGAL/STRESS/ELDER CARE**
- **MEDICAL/JOB RELATED**

SELF REFERRAL

Technicians are encouraged to use the EAP service through their own initiative whenever the need arises. If you are experiencing a personal problem, we want to help. Simply call the EAP office to schedule an appointment. No one at work will know that you have used the service unless you tell them. This type of contact is called self-referral. You are encouraged to use the EAP service before the personal problem affects your ability to do your job. Remember, without proper intervention a small problem may become overwhelming.

SUPERVISOR REFERRAL

Sometimes you may not be the first person to recognize the seriousness of your problem or how it may be affecting your work. Your supervisor may notice a problem exist, by observing such things as:

- Declining job performance
- Increased absenteeism
- Changes in work habits

When your work is affected, your supervisor must talk with you about the work issues. Your supervisor may encourage you to use the EAP service to help you handle the personal concerns. If disciplinary action is taken, the referral to EAP will be a supervisor referral.

LEAVE

You are authorized the necessary leave time for your initial EAP visit, and will need your supervisor's approval to schedule leave time from work. However, you do not have to discuss your personal problems with your supervisor. Some employees prefer not to let anyone know that they intend to use EAP service. In this case, you will need to take annual leave, sick leave, or make other arrangements.