

## Employee Assistance Program (EAP)

The Diocese of Erie has established an Employee Assistance Program with Catholic Charities Counseling and Adoption Services as the provider of the Employee Assistance Counseling.

EAP's are intended to help employees with personal problems that might adversely affect their work performance, health, and well-being. EAP services include assessment, short-term counseling (3 to 5 sessions) and referral services for employees.

Some examples of the issues for which EAP's can provide help include:

- Substance Abuse
- Safe working environment
- Emotional distress
- Major life events, including births, accidents and deaths
- Health care concerns
- Financial or legal concerns
- Family/personal relationship issues
- Work relationship issues
- Concerns about aging parents



The Employee Assistance Program is viewed as a benefit because:

- No fee charged to the employee
- Self referral
- No medical diagnosis is needed
- Early intervention and education before crisis
- Easy access to services—simply call a Catholic Charities Counseling office listed in the Diocesan Directory
- Confidential

Individual rights to confidentiality will be assured in the same manner as any other health record. EAP records will not be part of the employee's personnel file and will not be seen by anyone outside EAP without written permission from the employee. No information will be released without written permission of the employee except when required by law.

No employee will have either job security or promotional opportunities jeopardized by a request for help. Employees participating in the EAP will be required to meet existing job performance standards. This policy does not replace existing management policy, disciplinary procedure or contractual agreements.

The decision to request help, follow through with a referral, and seek treatment is voluntary and the personal responsibility of the employee.

For assistance or information,  
simply contact the office  
nearest you:

**Main Office**

329 West Tenth Street  
Erie, PA 16502  
(814) 456-2091  
1-800-673-2535

**DuBois Office**

90 Beaver Drive, Suite 119D, Box 2  
DuBois, PA 15801  
(814) 371-4717  
1-888-793-6602

**Sharon Office**

995 Linden Street  
Sharon, PA 16146  
(724) 346-4142  
1-800-350-2699

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