



ANDREWS & ASSOCIATES COUNSELING



EMPLOYEE ASSISTANCE PROGRAM (EAP)

Customize a program that meets the needs of your organization!

Andrews & Associates Counseling has served individuals and organizations in Manhattan and the surrounding communities since 1998. We pride ourselves on providing services that are specific and tailored, whether to the individual or the organization.

What is an Employee Assistance Program?

An employee assistance program is an employee benefit program that assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. EAPs generally offer free and confidential assessments, short-term counseling, referrals, and follow-up services for employees and their household members. EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges.

Why should you consider it?

EAPs can reap benefits for agencies, employees, families, and communities by:

- ❖ Improving productivity and employee engagement;
- ❖ Improving employees' and dependents' abilities to successfully respond to challenges;
- ❖ Developing employee and manager competencies in managing workplace stress;
- ❖ Reducing workplace absenteeism and unplanned absences;
- ❖ Supporting employees and managers during workforce restructuring, reduction-in-forces, or other workforce change events;
- ❖ Reducing workplace accidents;
- ❖ Reducing the likelihood of workplace violence or other safety risks;
- ❖ Supporting disaster and emergency preparedness;
- ❖ Managing the effect of disruptive incidents, such as workplace, injury, or other crises;
- ❖ Facilitating safe, timely, and effective return-to-work for employees short-term and extended absences;
- ❖ Reducing healthcare costs associated with stress, depression, and other mental health issues; and
- ❖ Reducing employee turnover and related replacement costs.



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HOW DOES IT WORK?

#1

Andrews & Associates Counseling will work directly with you to customize a program that fits the needs of your organization, whether that is the traditional counseling sessions for employees, monthly lunch-and-learn trainings, consulting with managers and supervisors on employee and organizational challenges or all of the above.



#2

Andrews & Associates will prepare a proposal for you, inclusive of the services to be offered and the monthly cost of the EAP. The cost is determined by determining the estimated utilization of the program.



#3

Employees should be well-informed of the program and how to access services. Employees may seek counseling services for any number of issues. Counseling services are completely confidential. Organization leadership will not be informed of employee names. Employees are generally allowed five sessions.



#4

Andrews and Associates Counseling will prepare a Utilization Report at the end of the contract period to inform the organization's management of how well the program was used by employees (i.e., cost to benefit ratio). Based on this information, the organization may opt to renew or terminate their contract with Andrews & Associates.

WE LOOK FORWARD TO SERVING YOUR ORGANIZATION!

