



UNIVERSITY OF HAWAII EMPLOYEE ASSISTANCE PROGRAM

Everyone occasionally has worries or problems that can affect job performance. Usually we can work it out by ourselves, but there are times when we may feel that we need some help.

If problems or worries are affecting your job performance and you need the support of a professional counselor, the Employee Assistance Program (EAP) is available to help.

WHAT IS AN EAP?

The EAP provides confidential, short-term professional counseling services to employees who may be experiencing personal problems that are affecting job performance. The services are free, up to a maximum of three (3) hours. WorkLife Hawai'i has been contracted to provide EAP services through a voluntary program that permits employees to seek help on their own.

A WorkLife Hawai'i counselor, who specializes in the assessment of personal problems, will meet with the employee to explore options and possible resolutions.

WHO MAY USE AN EAP?

All regular, temporary and exempt employees, casual hires and 89-day hires are eligible for EAP services.

HOW DOES THE EAP WORK?

Employees who wish to use EAP services can simply call WorkLife Hawai'i to schedule an appointment. Or, a supervisor may refer an employee with job performance problems to WorkLife Hawai'i.

Discussions with a WorkLife Hawai'i counselor are kept confidential and will not be released without prior written permission.

WHAT SORT OF PROBLEMS CAN AN EAP HELP ME WITH?

EAP deals with human problems – the kinds that may affect your personal well-being and ability to perform on the job. They include:

- Marital/family problems
- Grief/loss
- Domestic violence
- Drug/alcohol misuse
- Relationship problems
- Anger problems
- Job-related issues
- Stress and emotional problems
- Other emotional or behavioral problems

HOW DO I SET UP AN APPOINTMENT?

Call the WorkLife Hawai'i central office at 543-8445 or at 1-800-994-3571 (toll-free) from the neighbor islands. Office hours: Monday – Friday, 8 a.m. – 5 p.m. Appointments are also available evenings and on Saturday.

Services are available on O'ahu, Maui, Kaua'i, Big Island, Moloka'i and Lāna'i.

A copy of your current pay stub is required at the initial counseling session.