

ALLEN HOSPITAL EAP CONTACT INFORMATION

Phone

319-235-3550
1-800-303-9996

Emergency

319-235-3550

Office Hours

Mon – Thurs 8AM to 8PM
Friday 8AM to 3PM

Evening appointments available

Address

1825 Logan Avenue
Waterloo, IA 50703

Directions

Entrance 1 off Logan Avenue
Entrance 8 off Donald Street
Elevator B to 5th Floor

UNI EAP CONTACT

Sandy Law
Human Resource Services
027 Gilchrist

Phone | 319-273-2423
Sandra.Law@uni.edu

www.uni.edu/hrs/eap

EAPWorks NEWSLETTER

Take a look at current and past issues of the newsletter, EAPWorks, published quarterly by Allen Hospital. These newsletters contain valuable information on employee health issues.

You can find the publications online at the UNI EAP website, please visit www.uni.edu/hrs/eap

REQUEST EAPWorks NEWSLETTER

Allen Hospital offers free e-news publications sent directly to your email, including EAPWorks. Visit www.uni.edu/hrs/eap/ to sign up for the publications that interest you.

FRONTLINE SUPERVISOR

The Frontline Supervisor newsletter is produced in question/ answer format containing questions from supervisors concerning employee problem issues and answers from EAP counselors. To view these newsletters, please visit www.uni.edu/hrs/eap

EMPLOYEE ASSISTANCE PROGRAM

UNIVERSITY OF NORTHERN IOWA



**ALLEN
HOSPITAL**
IOWA HEALTH SYSTEM

The heart of your healthcare

The University of Northern Iowa recognizes that in the course of daily living, all employees face problems and difficulties. However, sometimes problems can become overwhelming, affecting relationships, health, performance at work, and self-respect. Many problems are progressive and become worse unless counseling is pursued.

When experiencing a personal problem, feel free to contact Allen EAP for confidential and timely assessment. Their staff will provide short-term counseling based on solution-focused problem solving. Their services include referral and followup for appropriate diagnosis and assistance.

TALK TO AN EAP COUNSELOR ABOUT

Relationship difficulties
Alcohol or drug abuse
Family or marital conflicts
Job stress
Grief and loss issues
Anxiety
Parenting issues
Depression
Emotional upsets
Retirement and aging problems

HOW DOES THE PROGRAM WORK?

You may call the EAP for information or to set up an appointment; or you may request that your supervisor make arrangements for you to talk to someone.

If you need time off work for assistance, you should use sick leave, compensatory time or vacation. The Human Resource Office or your supervisor can help to arrange this time off without revealing the nature of the problem being treated.

Since problems in your personal life can affect job performance, your supervisor may encourage you to use the EAP.

WHAT IF IT'S AN EMERGENCY?

If a personal crisis occurs when the Allen EAP office is closed, call 319-235-3550, or toll free 1-800-303-9996. An EAP counselor will call you within one hour of your call to help you stabilize the situation and will follow up with you to schedule an appointment if you need further support.

IS IT CONFIDENTIAL?

All contacts made by employees and family members to the EAP are confidential. Your participation in the program will be treated confidentially in accordance with all state and federal mandates and will not become part of your personnel file.

WHO IS ELIGIBLE FOR THE PROGRAM?

The services of the Allen EAP are available to UNI employees who qualify for insurance benefits, as well as your immediate, tax-dependent family members and/or those family members covered on your health insurance plan.

IS THERE A COST FOR THE EAP?

EAP services are paid for by UNI. The university pays an annual contracted fee for this service regardless of utilization. The fee covers initial problem assessment and short-term counseling (up to 6 sessions per person, per issue, each calendar year). If you and your counselor decide medical assistance or additional counseling is needed, your counselor will refer you to another agency. If referred, you will be responsible for any costs not covered by insurance.

REMEMBER...

No one lives a life without problems. If something is troubling you, let the Employee Assistance Program help you.