

Employee Assistance Program (EAP)

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 treatment is pursued.

When personal problems become overwhelming, then it is time to contact the EAP. The staff at Allen Memorial Hospital will be glad to consult with you and to refer you to appropriate resources within or outside the hospital.

Talk to an EAP counselor about:

- Relationship difficulties
- Alcohol or drug abuse
- Family or marital conflicts
- Financial problems
- Job stress
- Grief and loss issues
- Anxiety
- Parenting issues
- Gambling concerns
- 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 treatment, 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-HELP, 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 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.

**Allen Employee Assistance
Program
Contact Information**

**Phone Numbers
319-235-3550
1-800-303-9996**

Emergency: 319-235-HELP

**Office hours
Mon – Thurs 8AM to 8PM
Friday 8AM to 3PM**

Evening appointments available with
the last appointment scheduled at 6:30.

**Address
1825 Logan Avenue
Waterloo, IA 50703**

**Your UNI EAP Contact
Deedra Dahlager
104 WRC
319-273-7162
Deedra.Dahlager@uni.edu**

EAP Works Newsletter


Take a look at current and past issues of the newsletter, *EAP Works*, published quarterly by Allen Hospital. These newsletters contain valuable information on employee health issues. You can find the publications online by visiting <http://www.vpaf.uni.edu/hrs/eap/index.shtml>

Frontline Supervisor

If you are a supervisor and are not currently receiving an online version of the *Frontline Supervisor*, please contact Deedra Dahlager via email at Deedra.Dahlager@uni.edu to be added to the distribution list serve. The *Frontline Supervisor* is produced in question/answer format containing questions from supervisors of many worksites concerning employee problem issues, as well as the answers from EAP counselors.

UNI EAP Committee Members

Madonna Austin	Cathy Pearson
Nick Bambach	Wendel Reece
Deedra Dahlager	Chris Rohwedder
Carol Fletcher	David Towle
Kathy Green	Cindy Webb
Rob Hitlan	



**Employee Assistance
Program**

