

## What Are Some Personal Concerns that May Affect an Employee's Well-Being and Work Performance?

- Workplace Stress
- Marital and Relationship Conflicts
- Depression
- Substance Abuse
- Domestic Violence
- Caregiver Stress
- Divorce
- Chronic Illness
- Conflicts in the Workplace



Forcina Hall



### The College of New Jersey

2000 Pennington Road  
Forcina Hall 124  
Ewing, NJ 08628

For more information  
regarding EAP services contact:

609.771.2139  
After Business Hours:  
609.571.0677

# Employee Assistance Program

ADMINISTERED BY  
THE COLLEGE OF NEW JERSEY

*Supporting your career and  
enhancing your well-being*



Organizations and companies have long recognized that their employees are its most valuable resource in fulfilling its mission. It is the knowledge, dedication and hard work by employees which are essential to the overall success of the organization. Therefore, the organization supports its most valuable resource by providing assistance through the Employee Assistance Program.

It is understood that employees, from time to time, may experience personal problems that, if left unresolved, can have a profound effect on work performance and the employee's health and well-being. The EAP provides free confidential assistance to all employees and their family members to address those personal issues that may be affecting their work performance and quality of life.



If employees or their family members are experiencing a psychiatric or medical emergency, they should dial 911 or go to the nearest hospital.

## Employee Assistance Program Services

EAP services are provided to employees in a safe and confidential environment. Participation in the EAP is voluntary and the identity of the employee utilizing these services is confidential and protected by law. EAP offers the following services:

**EAP Counseling:** Short-term counseling to assist with identification, assessment and problem resolution.

**Referral Service:** Provision of referrals for community and professional resources.

**Management Consultations:** EAP counselors can assist in developing action plans and coaching supervisors towards successful interventions with employees experiencing diminished work performance.

**Substance Abuse Screening:** Work with employees to assess substance abuse concerns and develop a treatment approach.

**Critical Incident Response:** Assistance to staff and supervisors when they are impacted by a traumatic incident such as an employee's death, workplace violence, natural disaster, injury in the workplace, or employment terminations.

**Employee Seminars:** Informational discussions with regard to managing workplace stress, chronic illness, child and elder care, grief and other topics of interest to employees.

## Accessing EAP Services

Employees and their family members experiencing problems which may be affecting work performance and well-being are encouraged to contact the Employee Assistance Program at 609.771.2139. After business hours, individuals may contact an EAP counselor at 609.571.0677. All calls will be returned within 24 hours. The EAP office is located in the TCNJ Clinic in Forcina Hall 124.

**Supervisory Referrals:** Supervisors may refer employees to the Employee Assistance Program who are experiencing relational conflicts, substance abuse issues, work place stress, domestic violence and other issues which may be affecting their work performance. Prior to referring employee to the EAP, supervisors are encouraged to contact the EAP office at TCNJ. The EAP staff will provide assistance and guidance to the supervisor during the referral process.

