

WHY AN EAP?

The Employee Assistance Program has been established to provide aid to employees, as well as, members of your immediate families, who may be experiencing problems affecting the quality of their lives or the quality of their work.

We believe that employees are a company's most valuable asset representing its greatest investment. When employees have emotional, behavioral, alcohol, drug, or other personal concerns, early help is important. Any problem that affects job performance is a matter of serious concern. Therefore, it is in the best interest of the individual and the organization to approach such problems on a remedial basis as early as possible.

Your EAP is available to employees, spouses, retirees and dependent children. It is administered by Hidalgo Health Associates.

Licensed professional counselors, marriage and family therapists, psychologists, social workers, and certified substance abuse counselors are a part of the Hidalgo Health Associates' program to provide a comprehensive EAP.

Hidalgo Health Associates can be contacted in the following ways:

- The employee may voluntarily use the EAP for himself/herself or for a family member by calling Hidalgo Health Associates directly, or;
- Family members may use the program for themselves or on behalf of the employee by calling the EAP directly, or;
- By accessing HHA's website - www.healthassociatesllc.com, or;
- When an employee's job performance or attendance falls below acceptable standards, the employee may then be referred to the EAP by a supervisor or HR representative. The company will not attempt to diagnose the problem.

Hidalgo Health Associates
Corporate Office:
4637 Jamestown Ave.
Baton Rouge, LA 70808
225.927.0160 • 1.800.448.4470

Hidalgo Health Associates

Your Employee Assistance Program



A program for employees and their families, offering confidential, professional assessment and counseling services to help in overcoming personal and family problems.

WHAT IS AN EAP?

Your Employee Assistance Program (EAP) is an employee service that provides employees and their families with caring, confidential help with personal problems.

Most of us experience difficult personal situations at some time in our lives, including job stress, family pressures, marital problems, legal or financial difficulties, depression or anxiety, alcohol or drug abuse. Your EAP offers confidential evaluations and counseling for these and other problems 24 hours a day, 365 days a year, through an independent administrator, Hidalgo Health Associates (HHA).

WHAT'S COVERED?

Marital Problems

Loss of job efficiency or personal anxiety usually occurs when communication breaks down between spouses. Many times communications can be restored and a marriage saved with professional marriage counseling. The EAP can be the first step.

Children's Concerns

All parents want to do a good job with their children. Sometimes communication and discipline can be a problem between a parent and child or adolescent. You may have concerns about school, learning and the emotional development of your child. The staff of the EAP can help.

Substance Abuse

Your concern may be for yourself or for a family member. Alcohol is the most abused drug in America. "Legal drugs," e.g., tranquilizers, addict more people than street drugs. Illegal drugs, as we know, cause terrible problems. Regardless the type of drug, the EAP can help through intervention.

Financial Concerns

Most people have money problems at some time or another. Additionally, you may have questions regarding planning for the future. The EAP can help. (The EAP does not provide loans.)

Legal Issues

Employees with legal problems not involving their employment can be referred by the HHA for a free, confidential, one hour maximum consultation with an attorney to get legal advice.

Emotional Problems

Everyone has ups and downs. At times however, your mood may affect your relationships with family and friends, occupational functioning, and your ability to control your behavior. The staff of the EAP can help.

HOW DOES IT WORK?

An EAP is an employee-sponsored program. The employer retains the services of a qualified counseling service that specializes in the assessment of personal problems.

CONFIDENTIALITY

The same laws that protect your medical records apply to the EAP. You can use the EAP without jeopardizing your present position or future job opportunities. Absolutely none of the information is passed on to the supervisor or to your personnel file. The only exception is: if any employee's problem is of a nature that could cause imminent danger to the employee or to others, the EAP will work with the employee to try to find the least disruptive way to help the employee take a leave of absence to get the problem under control.

Your company pays 100% of the EAP. There are no charges to you or your family for using the EAP services. However, there may be charges should you be referred to and choose to utilize the services of external professional resources.

The program provides crisis intervention, pretreatment or pre-referral evaluation, short term counseling, referrals, and follow-up services. The key functions of the EAP are to provide short-term counseling and crisis management, and to serve as a bridge between the troubled employee and public and private resources in the community for longer term needs.