



Employee Assistance Program

Module 3

National Guard

Technician Personnel Management Course



EMPLOYEE ASSISTANCE PROGRAM (EAP)

Do you have any of these problems in your workplace?

- Chronic tardiness/absenteeism
- Frequent clashes with others
- Appearance of substance abuse
- Poor or no job production
- Frequent depression





HISTORY OF NGB EAP

1970: Public Laws 91-61 and 92-255 mandated employee assistance programs

1974: NGB's "Troubled Employee Program" began for both technicians and AGRs

1978: TPR 792-2 governs the guard program and changed the technician program to Technician Assistance Program (TAP)

1980s: TPR 792-2 changed the program name to Employee Assistance Program (EAP)



GENERAL GUIDANCE

- The Guard is not **officially** concerned with an employee's personal problems, unless / until they affect the member's job or efficiency of the service
- The agency does not condone illegal drug activity
- Employees may not have their job or promotion opportunities jeopardized due to EAP referral



SUPERVISOR'S ROLE IN EAP

Provide a safe and healthy work environment for their members, while observing changes related to:

- * Increased absenteeism or tardiness
- * Lower job efficiency
- * Diminishing or poor work quality
- * Missed suspense/deadlines/appointments



SUPERVISOR'S ROLE IN EAP

(continued)

- Unpredictable behavior
- Increase in accidents or safety violations
- Impaired personal relationship
- Evidence of financial difficulties
- Marital or family difficulties
- Unexplained illness
- Emotionally-based behavior patterns



SUPERVISOR'S ROLE IN EAP

1. Documents observations and actions taken.
2. Does not diagnose or treat.
3. Informs the member about their inability to do the job (It may be necessary to send them home).
4. Familiar with local / base programs, services and agencies that may assist the member.
5. Refers employees to an appropriate agency or SEEM for help, guidance, or intervention.



SUPERVISOR'S ROLE IN EAP

6. Be supportive and inquire about participation in EAP, but NOT specifics about treatment.
7. Report any illegal activities to authorities.
8. Supervisor's notes about the employee's regular job performance, productivity and conduct are not subject to confidentiality laws and requirements; however, the employee's issues should not be discussed with others.



SPECIAL CONDITIONS

- Adverse actions may be deferred while in the EAP, if there is satisfactory improvement on the job.
- Sick Leave / other leave may be granted for treatment or rehabilitation.
- The referral must NOT be recorded in the Supervisor's Work Folder or place in the OPF



EAP COORDINATOR'S ROLE

- Serves as a POC for members who ask or have been referred by supervisor.
- May serve as a liaison for the employee and supervisor.
- Is familiar with programs, services and agencies that may assist the employee.
- Refers employees to an appropriate agency for help, guidance, or intervention.
- Does not diagnose or treat.



EMPLOYEE'S ROLE IN EAP

- Honestly seek help and guidance to resolve issues that interfere with their attitude, behavior or job performance.
- Be accountable to their supervisor and the agency providing assistance.



Need Help?

For confidential counseling with a personal, work, or family issues, please call or contact:

- * **ALL MILITARY MEMBERS** (Active Duty / Guard & Reserve / AGR, Technician)
 - > www.MilitaryOneSource.com / 1-800-342-9647
 - Mr. Gary Cooper @ JFHQ (614) 336-7319 / Cell (614) 329-0143
 - > Ohio Employee Assistance Program 1-800-221-6EAP (6327)
 - www.odh.ohio.gov/eap

- * **FEDERAL EMPLOYEES** (Technicians, NDS)
 - > 1-800-222-0364
 - > Federal Occupational Health Website - FOH4U Website @ www.magellanassist.com

- * **Unit Chaplains, First Sergeants, Commanders, Supervisors**
- * **LOCAL HOSPITALS - VA – WPAFB**
- * **JFHQ SEEM / EO Staff**
(614) 336-4224 / DSN: 346-4224 CPT. Warren Van Overbeke