



Licensed Agency

Catholic Human Services

(231) 947-8387
1-800-779-0449

*For questions, concerns, or
additional information call:*

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The TCAPS Board of Education recognizes that employees, as individuals, may occasionally have unique personal problems which may sometimes affect job performance. Personal problems may be related to marriage, family, finances, stress, alcohol, and/or other substance abuse.

Administrators, supervisors, and other personnel will encourage employees to seek assistance through professional community resources when personal problems may be affecting an employee's ability to effectively carry out job responsibilities.

Employee Assistance Program **EAP**

**An Employee Assistance Program
for employees and immediate
family members**

Introduction

As an employee of Traverse City Area Public Schools, you are eligible for an important benefit that is designed to enhance you and your family's well-being.

Program Services

The Employee Assistance Program (EAP) provides short-term assessment and referral to qualified and experienced counselors. An EAP counselor will help you define your problem and assist you in developing a strategy for resolution. Counselors are trained to help you with a variety of problems including:

- Personal problems that are unresolved
- Stress, anxiety or depression
- Drug or alcohol abuse
- On the job problems with co-workers or supervisors
- Difficulty coping with the pressures of everyday living
- Financial problems

Program Fees

The participating EAP counselors qualify for reimbursement under the terms of your health care plan. There may be a co-payment, a deductible, or other non-covered costs for which you may be responsible. There is never a fee for the initial assessment and referral if you choose to see a psychologist/social worker employed by Catholic Human Services.



How do I use the EAP?

In most cases, the decision to participate in the EAP is voluntary. A co-worker, principal, or supervisor may encourage you to use the program. One telephone call begins the process. An initial assessment and up to two additional appointments will be provided under the assessment phase of the program.

What happens when I go to the EAP?

When you meet with the EAP counselor, you will discuss and receive information on how to resolve your problem. Should you need additional counseling sessions, a referral will be made to a counselor specialized in your problem area.

Will my use of the EAP be confidential?

Confidentiality of information is maintained for all employees and family members involved in the EAP. No information is forwarded to your supervisor or TCAPS when you voluntarily seek assistance.

Do organized labor and professional organizations support EAPs?

Yes. Many international, national, local unions, and professional organizations not only support EAPs but provide training in EAP for their members.

Can the EAP help me keep my job?

Unresolved personal problems can escalate over time. As they progress, they may begin to negatively impact your job performance. Resolving personal problems results in improved job performance and a healthier, happier lifestyle.

*For more information
regarding the program,
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