

GST BOCES Employee Assistance Program

I am writing to introduce myself and remind you of the Employee Assistance Program (EAP) services available to you and your immediate family members. My name is Mary Wallis, your newly-appointed EAP specialist. As a licensed clinical social worker (LCSW), I am here to serve you in meeting your needs.

What is EAP?

The Employee Assistance Program provides you with a personal, private, free and confidential way to resolve personal problems before they affect your job performance.

What kinds of problems can EAP help with?

- Family and marital conflict
- Caregiver concerns: Taking care of a parent or family member
- Substance abuse: Alcohol, narcotics and/or prescription medications
- Stress management
- Financial concerns or gambling addiction
- Pre-retirement issues

Remember, personal, physical or emotional problems can impair job performance, no matter how well educated or experienced you may be.

What does the EAP service include?

- Private and confidential setting (The EAP Office continues to be located inside North Presbyterian Church at 921 College Avenue in Elmira, NY 14901.)
- Free assistance, including assessment, short-term counseling, referral and follow-up
- Personalized appointments
- Professional assistance
- Information and referral (if needed)
- Rapid response

Who may use the EAP service?

All employees (full-time, part-time and retirees) covered by the GST BOCES EAP contract may utilize the service. Immediate family members also are eligible. Participating districts include Addison, Alfred-Almond, Bradford, Campbell-Savona, Canaseraga, Elmira, Elmira Heights, GST BOCES, Hornell, Odessa-Montour, Spencer-VanEtten, Watkins Glen and Waverly.

What are the costs for EAP?

EAP services are pre-paid by your employer. There are no costs to employees or their families.

Confidentiality

Contact with the EAP Specialist is held in strict confidence. EAP records are protected by professional standards of confidentiality. Records do not become part of the personnel folder or extension file. No one can be advised of the use of EAP without the employee's written consent.

For free, confidential assistance, call Mary Wallis, LCSW, EAP Specialist, at 607-795-5392.



Mary Wallis