

**UW-EXTENSION ADMINISTRATIVE POLICY
EMPLOYEE ASSISTANCE PROGRAM**

Beginning January 1, 1994 the UW-Extension Employee Assistance Program (EAP) will be provided and coordinated through the UW-Madison EAP Office, directed by Stephen Pilster-Pearson. EAP is a **confidential** resource available to anyone who may be experiencing personal distress. We appreciate the willingness of Steve and his staff to work with UW-Extension in providing this very important service.

Some of the specific services that will be provided are:

- A toll free, 800 phone line, staffed from 8:00 am to 5:30 pm Monday through Friday. The number, available January 3, 1994, is **1-800-385-8511**.
- Briefings for all supervisors on Employee Assistance.
- Phone consultation for employees when requested and face-to-face meetings when needed/feasible. The office phone number is **(608) 263-2987**. Fax is available at **(608) 265-3398**.
- The development of a community based services directory of resources for counseling, treatment and support groups to help employees deal with personal problems such as stress and burnout, alcohol, drug abuse, physical and mental health problems, emotional disturbances, financial concerns, marital and family problems, and legal issues.
- Linkages with all State employee health insurance providers.

Remember, EAP is a confidential resource available to anyone who may be experiencing personal distress. If you have any questions, please contact the Employee Assistance Office at one of the numbers listed above.