

What Problems Are Covered by EAP?

Many People associate the ASAP/EAP with drug and alcohol problems, however we can help you with a wide variety of personal concerns.

They may include any of the following:

- Workplace Issues
- Stress or Anxiety
- Emotional Problems
- Marital Problems
- Family or Child Concerns
- Domestic Violence/Abuse
- Legal Problems
- Health Management Issues
- Financial Issues
- Death in the Family/Grief/Loss
- Substance Abuse
- Post Traumatic Stress
- Other Concern(s)



WHAT'S TROUBLING YOU?

Check any of the following that apply to you.

- Much of my time is spent drinking alone or with friends.
- I am no longer able to concentrate.
- I have trouble paying my bills.
- There is too much stress at home or work.
- I have aches and pains because of tension.
- I have to go to court in the near future.
- I get upset easily.
- I often rely on alcohol or drugs to relieve stress.
- I often feel tense.
- I have a poor opinion of myself.
- I feel sad or blue most of the time.
- I have trouble getting along with my coworkers.
- Nothing seems fun anymore.
- My family is having major problems right now.
- I worry myself sick.
- Lately I would rather die than go on living.
- I am often angry at others.
- I feel that I am a failure.
- I am worried about my health.
- I have trouble sleeping.
- I sometimes miss work because of my drinking or drug use.

If you checked any of the above statements, you may need to see an EAP professional. If you checked several, please call now: 361.961.6570



Corpus Christi Army Depot
Employee Assistance Program
361.961.6570 / BLDG. 8



Employee Assistance Program



A Confidential Service for Employees and Managers

“helping **people** become better workers and workers become better **people**”

Mission Statement

The Corpus Christi Army Depot (CCAD), Army Substance Abuse Program (ASAP) Employee Assistance Program (EAP) is committed to restoring, maintaining, and strengthening the health and productivity of CCAD employees. This is accomplished by providing confidential assistance to employees and managers in the prevention, early identification and resolution of personal concerns that impact job performance and the workplace.

CCAD Employee Assistance Program 361.961.6570

What is the Employee Assistance Program?

Employee Assistance Programs (EAPs) have been around since the 1930's in one form or another. These programs are designed to provide assistance to employees and their families for a variety of reasons.

As employees, you are CCAD's most valuable resource. When you are working at your best, CCAD is operating at its best.

Coping with a problem is a normal part of life. Most times we are able to resolve problems that arise before they have a serious impact on our lives. However, there may be times when you feel that you could use a helping hand. ASAP's EAP program was designed for those times. The EAP is a confidential, CCAD-based program designed to help you resolve your personal problems before they disrupt your personal and/or work life.

Who Is Eligible?

Any CCAD employee and his/her immediate family members may contact the EAP Coordinator (EAPC) for services. Employees may also be referred by a supervisor or manager when abrupt changes in job performance and/or personal conduct impact the workplace.

Employees cannot be forced to participate in the EAP but supervisors will often highly recommend that employees get help through this program as a means of helping the employee to maintain an acceptable level of performance.

The EAP is not to be used as a disciplinary tool.

Is the EAP Confidential?

Employees can seek help through the EAP without fear of personal information getting out to others. Confidentiality is an utmost concern for the EAP.

Your visit with the EAPC will be CONFIDENTIAL. Most of the time information you share is confidential and will not be disclosed without your *written consent*. However, as required by law or CCAD Personnel Policy, we must disclose:

- **Threat of serious harm to self or others;**
- **Suspected child or elder abuse and neglect;**
- **Information required by a court order, and**
- **Medical emergencies.**

No records related to counseling will be placed in your personnel file, nor will promotion or transfer opportunities be affected if you use the program.

How Much Does It Cost?

Services provided by the EAPC are free. Any costs for other resources will be your responsibility (e.g., clinical counseling services, medical appointment). The EAPC will discuss your insurance benefits with you. Every effort will be made to help you get the best service for free or at a reasonable cost.



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What Happens When You Use the EAP?

The time you spend with the EAPC is called an assessment. The purpose of this meeting is for the EAPC to learn more about your concerns and help you find ways to resolve them. (When an employee discusses his or her problem with the EAPC they are under no obligation to enter treatment or counseling.) The primary goal of the EAPC is to help employees find solutions towards improving their quality of life.

The EAPC is knowledgeable about the best community resources available to you and may recommend that you continue to get help by accepting a referral to the most appropriate resource.

How Do I Access the EAP?

The EAP is a voluntary program where employees get confidential assistance for problems. To receive help through the EAP simply ask your supervisor to contact the program coordinator to set up an appointment. However, you do not have to discuss your personal problems with your supervisor.

Some employees prefer not to let anyone know that they intend to use the EAP service. In this case, you can contact the EAP coordinator directly to schedule an appointment. You will need to take annual leave, sick leave, or make an appointment before or after your duty hours.