

Associated Employee Assistance Services of WI, Ltd.

Consultation Services • Program Development • Training • Confidential Case Management

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SUMMARY OF SERVICE AGREEMENTS FOR ASSOCIATED EMPLOYEE ASSISTANCE SERVICE of Wisconsin, Ltd.

The following services are included in an employee assistance contract with AEAS:

Consultation: We provide information and technical assistance in designing and maintaining an effective employee assistance program.

Integration: We will provide one hour of orientation for all employees to familiarize them with the services of the program.

Program Promotion: Ongoing publicity will be provided by promotional letters, posters, and payroll stuffers. We can also include an employee pamphlet or supervisory handbook.

Inservice Training: A three hour session will be provided for all management and labor representatives to orient them to the EAP program and to train them in usage. Specific guidelines on making referrals will be emphasized.

Assessment of Referred Employees: Individuals referred by management, family, or themselves will receive a thorough assessment of possible problems areas. They can then be referred to appropriate community resources for treatment or assistance.

Monitoring/Re-Integration: Your consultant will confidentially monitor the progress of referred employees in treatment at service agencies and then coordinate the employee's reintegration into the workplace.

Prevention: An annual presentation is made to all employees, designed to forestall the development of personal problems through self-awareness and positive life-style changes. The specific topic can range from "Handling Stress in the Workplace" to a stop-smoking clinic.

Evaluation: An annual report on program utilization will be provided. The program's effectiveness will be monitored through specific indicators such as rate of absenteeism and staff turnover.

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THE BENEFITS OF AN EAP

An employee assistance program will benefit the company by:

- reducing absenteeism and turnover
- lowering industrial accidents, union grievances, worker's comp payments
- improving employee morale and loyalty
- upgrading image in the community as a caring and progressive company.

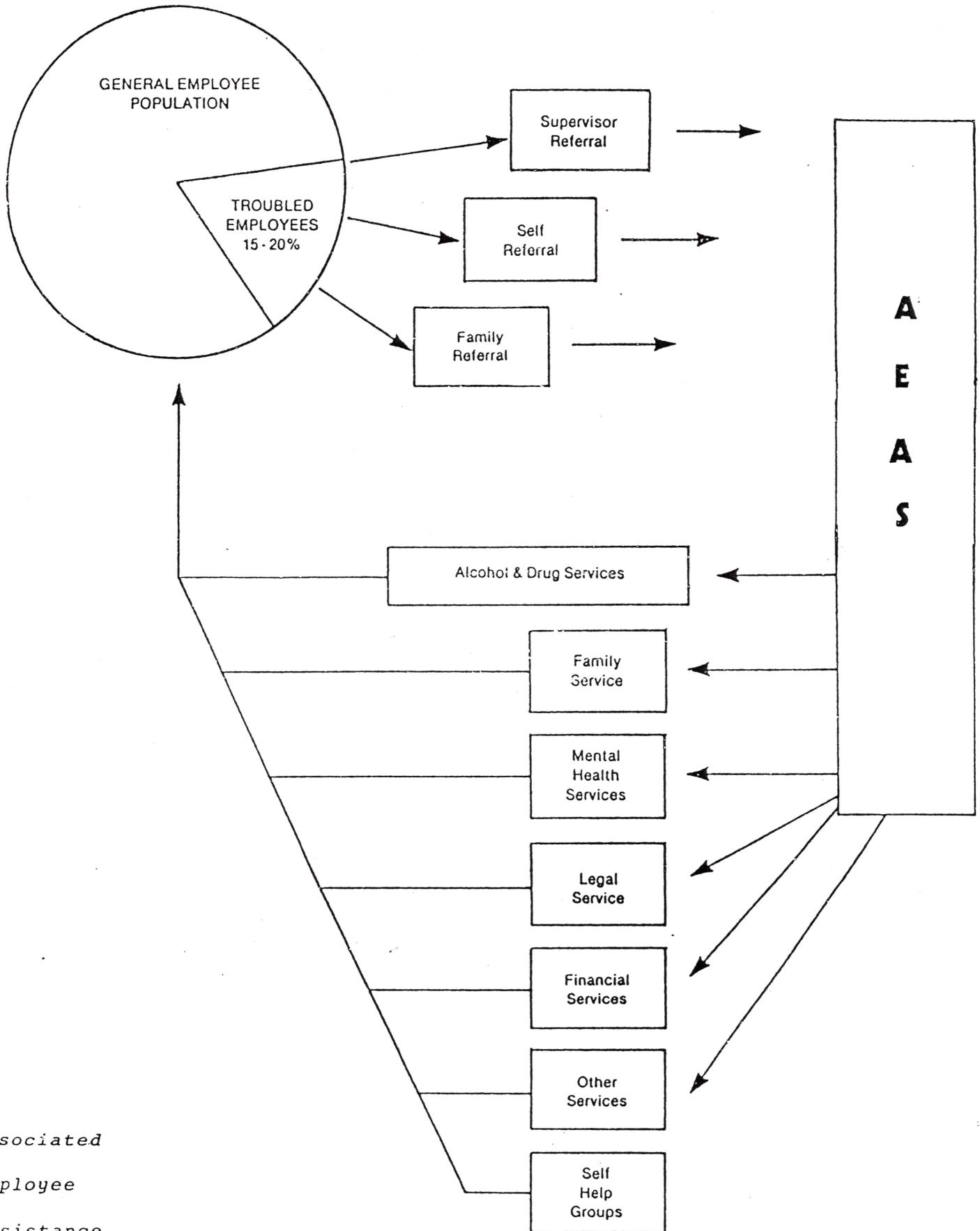
It will benefit the employee by:

- providing professional and confidential evaluation services
- increasing motivation to seek help through supportive care
- giving access to up-to-date information on services in the community
- allowing clear picture of costs of services, either on an insurance or self-pay basis.

It will benefit the supervisor by:

- removing need to evaluate employee problem
- allowing supervisor to concentrate on work scheduling, production, and other basic supervisory concerns

EAP MODEL



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WHAT IS AN EAP?

An Employee Assistance Program (EAP) is a program to identify and, if necessary, refer for assessment, employees who exhibit health and personal problems that affect their lives and their ability to perform on the job.

Associated Employee Assistance Services of Wisconsin, Ltd., offers a range of EAP services, from initial program consultation and design, through comprehensive supervisory and management training in the use and operation of the EAP. Assessment and referrals to inpatient and outpatient treatment facilities and administrative evaluation of the cost effectiveness of the Employee Assistance Program services are included in a program service package.

If a company takes an active role in the personal well-being of its employees, it helps to insure itself of a productive work force and minimal cost expenditures related to employee health, safety and absenteeism. Personal problem areas typically handled through an EAP include family, marital, emotional, psychiatric, drug and alcohol, financial and legal problems.

EMPLOYEE ASSISTANCE PROGRAMS OFFER A SOLUTION!

With cooperation from key company executives, managers, and union representatives (where applicable), an EAP can be developed that will result in significant cost savings and a healthier, more productive staff of employees. AEAS will help a firm do all of the ground work and program implementation, including:

- Program design and development
- Policy and procedure suggestions
- Supervisory/union/employee training
- Internal program promotion
- Assessment/referral/follow-up
- Program evaluation
- Prevention and health education
- EAP coordinator training