

Employee Assistance Network

A Not-For-Profit Counseling and Referral Agency

STAFF OFFICES

Medical Center Building B
86 Victoria Road
Asheville, NC 28801
(828) 252-5725

Oakland Suites
714 Oakland Street
Hendersonville, NC 28791
(828) 697-2953

1207 East Street
Waynesville, NC 28786
1-800-454-1477

Colonial Square
Suite 200
Sylva, NC 28779
1-800-454-1477

100 Thomas Heights Road
Franklin, NC 28734
1-800-454-1477

**AFFILIATE OFFICES THROUGHOUT
NORTH AMERICA
1-800-454-1477**

www.EANnc.com

Employee Assistance Program

Professional Assistance in Total
Confidentiality

For You or Your Family
When There's a Personal Problem

What is an EAP?

It is a program that provides confidential and professional assistance to help resolve problems that are affecting you or your family.

Why an EAP?

All of us have problems from time to time. When a personal problem makes life difficult, it can also lead to difficulties at work. The EAP is designed to help employees before their personal problems become work problems.

What kind of problems?

- Stress
- Alcohol/Drugs
- Tension
- Depression
- Family
- Financial Pressures
- Work
- Sleep Difficulties
- And Others...

Who can use the EAP?

Employees and their families (immediate members of the household) can use the EAP on a self-referral basis. Employees may also be referred by their supervisors when personal problems affect job performance.

Is it confidential?

YES — Confidentiality is a vital part of your EAP. Your employer will not know that you have requested assistance without your permission. 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.

What happens when I go to the Employee Assistance Program?

You talk with a certified, licensed professional about your problems. After careful consideration, you and the counselor will establish a plan for further assistance. Sometimes knowing where to turn for help can be difficult, but through the Employee Assistance Program, experienced professionals are available to help you or members of your family with a variety of concerns. When you understand your problems and the resources available, you decide if you want help. **The decision is yours.**

How much does it cost?

Your employer has prepaid the cost of the initial evaluation and brief counseling session(s). If further counseling is recommended, additional costs are the responsibility of the employee, but will usually be covered by your health plan.

Why wait?

The best time to seek help for a problem is before it begins to affect your well-being at home or on the job.

How do I use the EAP?

If you or members of your family are experiencing family, emotional or other problems, please call the Employee Assistance Network to make an appointment with one of our qualified professionals. We are open Monday through Friday 8:00 a.m.-5:00p.m. and evenings by appointment. We have offices in Asheville, Hendersonville, Waynesville, Sylva and Franklin. In the Asheville area call 252-5725; in the Hendersonville area call 697-2953; **ALL OTHER LOCATIONS THROUGHOUT NORTH AMERICA USE OUR TOLL FREE NUMBER: 1-800-454-1477.**