

## 138 – EMPLOYEE ASSISTANCE PROGRAM

- A. The Court System provides an Employee Assistance Program (EAP) to regular employees and members of their household. This benefit is offered to help Court System employees resolve concerns that may impact their personal lives or their job performance.
- B. The EAP is a free, confidential and independent counseling program that offers professional guidance and services to employees. The EAP provides an avenue of help for employees whose emotional, relationship, financial, legal, workplace or chemical dependency concerns are affecting their personal or professional lives.
- C. The Court System encourages employees and their household members to make full use of this benefit, which is designed to promote employee health and well-being on and off the job. Employees can contact The Village Business Institute's EAP 24 hours a day, seven days a week to arrange a confidential appointment with a specialist or to learn more about the services available. The EAP can be reached by calling 1-800-627-8220 or TTY 1-888-510-4733.
- D. Employees may use sick leave or family sick leave for EAP appointments.

Approved by the Supreme Court 4/1/12