

Washington State **Employee Assistance Program**

Contact **EAP**

Toll free
1.877.313.4455

Olympia
1222 State Avenue NE
Suite 201
Olympia, WA 98504-7540
360.753.3260
FAX | 360.664.0498

Seattle
701 Dexter Avenue N
Suite 108
Seattle, WA 98109
206.281.6315
FAX | 206.281.6319

Spokane
4407 North Division
Suite 210
The Northtown Office Building
Spokane, WA 99207
509.482.3686
FAX | 509.482.3600

For additional information
www.dop.wa.gov/eap

The Employee Assistance Program is a service provided by the Washington State Department of Personnel. Contacts with the Employee Assistance Program are confidential and not included in your state personnel file. Any disclosures of confidential information require the written consent of the contacting employee.

HR

WSD Personnel Washington State
Employee
Assistance
Program



Providing expert help in finding solutions to life's challenges.



Confidential
Accessible
Respectful
Effective
Solution-focused

The Washington State Employee Assistance Program helps employees from general government, universities, colleges and multiple governmental programs resolve personal or work-related problems. The program is voluntary, confidential and available at no cost to both employees and their family members.

Confidential

Your contact with Employee Assistance Program (EAP) is protected by federal and state law that guarantees confidentiality. If you are referred by your supervisor or human resources representative for job performance concerns, the EAP will notify them only with confirmation of your attendance at EAP appointment unless you sign an authorization to disclose additional information. You may review the EAP Statement of Understanding regarding an EAP contact, including confidentiality, at our website (www.dop.wa.gov/eap).

Accessible

You can contact the EAP on your own or through your supervisor or human resources department. General government rules and most bargaining agreements allow for the use of paid leave for an EAP assessment. You may also use your own time, vacation or sick leave if you choose not to involve your supervisor. There is no charge for EAP visits. Contact the EAP office to set up an appointment at one of the three main offices or at a satellite office near you.

- Olympia 360.753.3260
- Seattle 206.281.6315
- Spokane 509.482.3686
- Toll-free 1.877.313.4455

Respectful

Thousands of state employees have found help using the services of the Employee Assistance Program. Participation is voluntary. The goal of the EAP is to help employees and their family members find practical solutions to real-life problems. The Employee Assistance professional will listen respectfully to your concerns. Whether your problems start at home or work, contacting EAP is a positive first step.

Effective

Unresolved personal or work-related problems may be impacting your job performance or attendance. If not resolved, these problems can jeopardize your job. The Employee Assistance Program has a proven track record in helping employees find solutions. Over 90 percent of those contacting the EAP report satisfaction with its services.

Solution-focused

Each Employee Assistance professional is skilled at helping employees find resources and solutions to a wide range of personal issues, including coping with change, grief and loss, chemical dependency, emotional, marital/relationship/family, anxiety/depression/stress, eating disorders, domestic violence, and job-related issues. When additional help is needed, EAP will assist you in locating resources for ongoing assistance. Many referrals are covered by health care insurance.