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# For Reference

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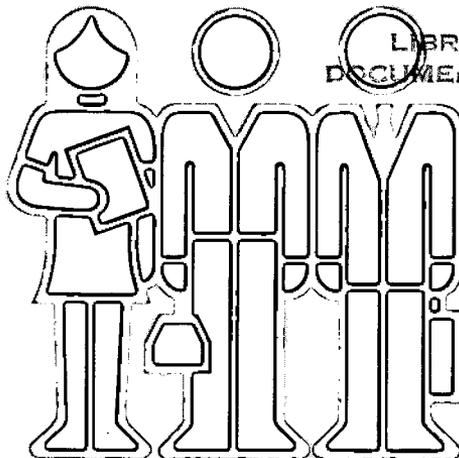


Lawrence Berkeley Laboratory

# employee ASSISTANCE program

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## **WHAT IS THE EMPLOYEE ASSISTANCE PROGRAM?**

It is a confidential counseling service that helps employees deal with personal problems without violating the integrity of their personal or job situations. The program is administered by the Personnel and Medical Services Departments and maintains a close working relationship with community referral resources.

## **TO WHOM IS IT AVAILABLE?**

The program is available to all employees. It can also assist supervisors who feel that an employee may have a problem that affects job performance.

## **WHAT TYPES OF PROBLEMS?**

Help is available to employees experiencing problems of all kinds including those relating to divorce, family, drinking, drugs, finances, job-related concerns, anxiety, depression, stress, and interpersonal relationships at work.

## **WHAT ABOUT ALCOHOLISM?**

There is assistance for alcoholism based on the recognition that it is a treatable illness. Sick leave is granted for approved rehabilitation programs.

## **IS IT CONFIDENTIAL?**

Any contact with employees is treated confidentially. Involvement with the program is not reflected in personnel records.

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## **WHAT IS AVAILABLE?**

The Employee Assistance Program Coordinator will meet with you to explore and clarify your problem. Follow-up interviews may be scheduled if indicated. Referrals will be made to appropriate professionals or agencies for longer-term assistance along with information on any costs involved.

## **WHAT DO I DO?**

Call the Employee Assistance Program office at 486-6000. The office is located in Building 26, the Medical Services building.

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employee  
ASSISTANCE  
program

**486-6000**

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Technical Information Department  
Lawrence Berkeley Laboratory  
University of California  
Berkeley, California 94720

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