

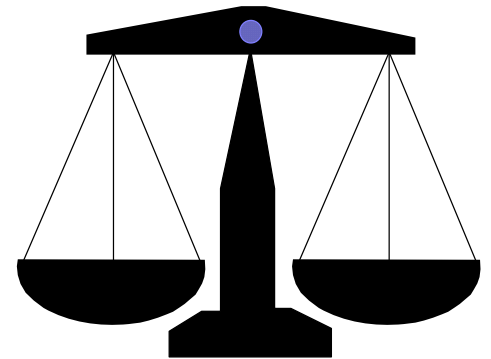
**Trial Court of Massachusetts
Employee Assistance Program**

**All One Health
(800-451-1834)**

Revised 11/2011

***Trial Court
of Massachusetts***

***Employee Assistance
Program
(EAP)***



**Developed by the A.O.T.C.
Human Resources Department
2 Center Plaza, Room 540
Boston, MA 02108**

Discover the benefits of your EAP

Daily demands can make life difficult. If marital or family conflicts, drugs or alcohol, caring for an older relative, or financial worries are concerning you, there is someone who can help.

Your Employee Assistance Program (EAP) can help you deal with any of the following personal problems, or with any problem that is troubling you:

- ◆ Your marriage
- ◆ Your children
- ◆ Caring for an older relative
- ◆ Alcohol
- ◆ Drugs
- ◆ Grief
- ◆ Depression
- ◆ Anxiety
- ◆ Stress
- ◆ Finances
- ◆ Work relationships
- ◆ Work pressures

Through your benefits program, the EAP is set up by the Administrative Office of the Trial Court at no cost to you or your family. The EAP will help you discuss your problems and find the help you and your family need. The EAP provides confidential assessment and referral counseling when you need it most.

How does the EAP work?

Using the EAP is as simple as picking up the phone. When you call the EAP, you will talk with an intake counselor who will either help you identify an appropriate resource in your community (such as an in-patient mental health or alcohol facility) OR set you up with an appointment to meet with a specially trained counselor about your problem. Some problems can even be resolved over the phone. Your EAP counselor will help you assess the best alternatives to solve your problem

and can refer you to appropriate resources in your community for additional, or long term assistance. The Trial Court EAP program is supported by All One Health (800-451-1834).

Who can use the EAP?

All employees and their families are eligible to use the EAP. Sometimes your problems concern family members and they can meet with an EAP counselor with or without you present.

How many sessions can I have with an EAP counselor?

You are entitled to up to 4 sessions with an EAP counselor per calendar year. If your problem requires longer term counseling, your EAP counselor will refer you to an appropriate professional.

When should you call?

Call as soon as you feel a problem is becoming too difficult to handle alone. EAP counselors are conveniently located across the state. Calls are answered 24 hours a day, 365 days a year.

When you meet with an EAP counselor you will be able to talk about your problems with a caring specialist who is trained in providing counseling services.

If you are starting to take more sick days, or come in to work late, or your work performance is suffering, you may want to talk with someone who can help you learn more about your problem and identify solutions. If you've had a conflict with your supervisor or co-worker which you can't resolve, an EAP counselor may be able to help you identify some alternative ways to deal with the situation.

How much does it cost to use this benefit?

Using the EAP will not cost you anything. The Trial Court realize that when you are troubled by personal problems, your work, health, family and emotions are affected.

If your EAP counselor suggests you use a community agency or professional for long-term counseling or treatment, the EAP counselor will locate services which are provided by your health care provider.

Will anyone find out?

The EAP is confidential. The counselors respect your privacy and will meet with you in a private EAP counseling office in your community. Your supervisor does not have access to EAP records. Your supervisor will not be contacted in any way unless you want his/her involvement in discussing your problem.

Who is coordinating the EAP for the Courts?

Roger Albrecht, Benefits Manager for the Trial Court (617-878-0373), is managing the service, and any questions about this program should be directed to him.