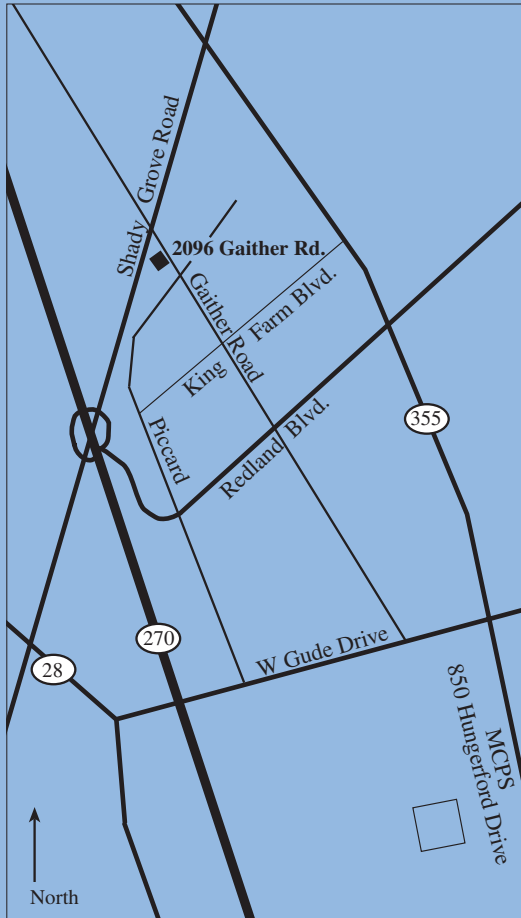


## Employee Assistance Program Location



# Employee Assistance Program

This document is available in an alternate format, upon request, under the Americans with Disabilities Act, by contacting the Public Information Office, 850 Hungerford Drive, Room 112, Rockville, MD 20850, 301-279-3391 or 1-800-735-2258 (Maryland Relay).

Individuals who need sign language interpretation or cued speech transliteration in communicating with the Montgomery County Public Schools (MCPS) may contact Interpreting Services in Programs for Deaf and Hard of Hearing at 301-517-5539.

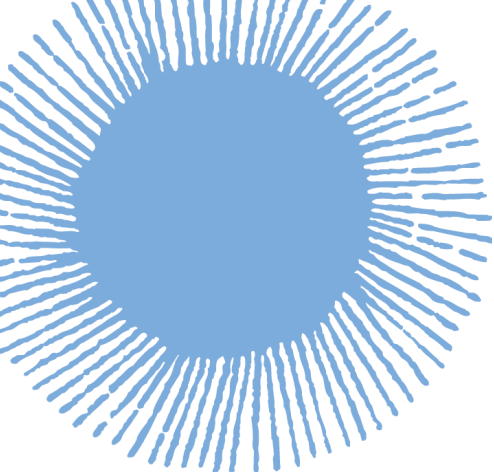
The Montgomery County Public Schools prohibits illegal discrimination on the basis of race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the MCPS Compliance Officer, Office of the Deputy Superintendent at 301-517-8265, 1-800-735-2258 (Maryland Relay), or write to that office at 850 Hungerford Drive, Room 170, Rockville, MD 20850.



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The Employee Assistance Program  
2096 Gaither Road, Suite 205  
Rockville, Maryland 20850

Phone: 240-314-1040



## The Employee Assistance Program

In this complex and ever-changing world, life can be challenging. As we struggle to balance the demands of work, family, and our own personal needs, there may be times when we feel overwhelmed and alone. When personal problems are left unattended, they can interfere with our lives at home and at work. The Montgomery County Public Schools recognizes that our employees are our most valuable resource, and that the health and well-being of our employees are crucial to a healthy work force. The Employee Assistance Program (EAP) is available to employees and their family members to help them cope with personal or work-related difficulties. When an individual is helped with a personal problem, job performance improves, home life improves, and everyone benefits.

### The EAP can help with—

- job-related problems
- emotional and personal conflicts
- financial problems
- alcohol and other drug abuse
- stress or life crisis
- grief and loss
- domestic violence
- couples and family problems
- balancing work and family

For more information visit our Web site:  
[www.mcps.k12.md.us/department/eap](http://www.mcps.k12.md.us/department/eap)

### The EAP provides—

- assessment
- short-term counseling
- referral to community resources
- crisis intervention
- supervisory consultations
- follow-up services
- workshops for employees and supervisors
- access point for MCPS Dispute Resolution Program

There are no fees for services, but sometimes individuals are referred to resources outside of the EAP. Should the employee decide to use these resources, he/she is responsible for any fees associated with using them. EAP specialists work with the employee's health insurance providers to keep costs to a minimum.

## Confidentiality

Information concerning an employee's or a family member's use of the EAP will not be given to anyone outside the EAP without written consent of the individual (except as described below) and will not be made a part of the employee's personnel record.

Exceptions:

- If a client of the EAP presents a risk of harming him/herself, another person, or property, the EAP may disclose information as necessary to prevent harm.
- If there is suspicion of child abuse, the law requires it to be reported.
- If an employee utilizing a commercial drivers license in the course of his/her work poses danger to the safety of students or the community, information may be disclosed to prevent harm to others.

## Assistance for Supervisors

The EAP provides consultation and training to principals and other supervisors seeking to identify and intervene with employee work performance problems.

## How to Contact the EAP

**The Employee Assistance Program**

**2096 Gaither Road, Suite 205**

**Rockville, Maryland 20850**

**Phone: 240-314-1040 Fax: 240-314-1049**

Services are available by appointment  
**Monday through Friday 8:30 a.m.–5:00 p.m.**