



WASHINGTON STATE

# Help Starts Here.

Washington State Employee Assistance Program

## Support for Supervisors, Management, and Human Resources

### EAP is Here for You

The Washington State Employee Assistance Program (EAP) partners with organizations and management to help public agencies function at their best. Here's how we can help you:

### Organizational Consultation

Call EAP to talk with a caring, expert professional about any workplace concern. We provide advice, coaching, support, and resources to help problems in a wide range of areas, including:

- Performance concerns
- Disciplinary issues
- Substance misuse
- Managing change
- Conflict
- Domestic violence
- Cultural and climate
- Diversity, equity, and inclusion
- Sexual harassment
- Illness and death
- Mental health
- Suicidality
- Safety concerns
- Workplace violence
- Secondary traumatic stress

### Crisis Response

When a significant loss or traumatic event occurs, EAP guides managers on what to do in the aftermath. We coach you on best practices for supporting employees, and in certain overwhelming situations like the traumatic death of a coworker or an act of workplace violence, a counselor may come on-site to lead a group session.

### Employee Referrals

Partner with EAP to support struggling employees. When you call EAP in advance to establish a **Formal Referral for an employee due to performance concerns**, the EAP will report back to you about whether the employee made an appointment and followed through with services.

### Other Services

We support employees through counseling, legal and financial consultation, awareness, and education. Visit our website to learn more.

How do I have a difficult conversation with an employee about performance issues?

The conflict on our team is making us lose focus on our work.

I think a staff member is depressed and might be suicidal.

What can I do to improve morale?

**EAP is a free, confidential program created to promote a resilient and productive workforce.**



### Get in Touch

We've got the resources to support you around the clock, on weekdays or weekends, year-round.

[eap.wa.gov](http://eap.wa.gov) | 877.313.4455