



# Employee Assistance Program Overview

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**PRESENTED BY HR HEALTH BENEFITS DIVISION – EMPLOYEE ASSISTANCE TEAM**



# Presenters

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Margaret Nabors

Benefits – Employee Assistance Program  
Administrative Associate - EAP



# What is the EAP?

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The Employee Assistance Program (EAP) is a free benefit provided by the City of Houston to employees and their family members.

EAP Counselors work in a consultative role with managers and supervisors to address employee and organizational challenges.

The City of Houston uses a hybrid model: both Internal and External EAP

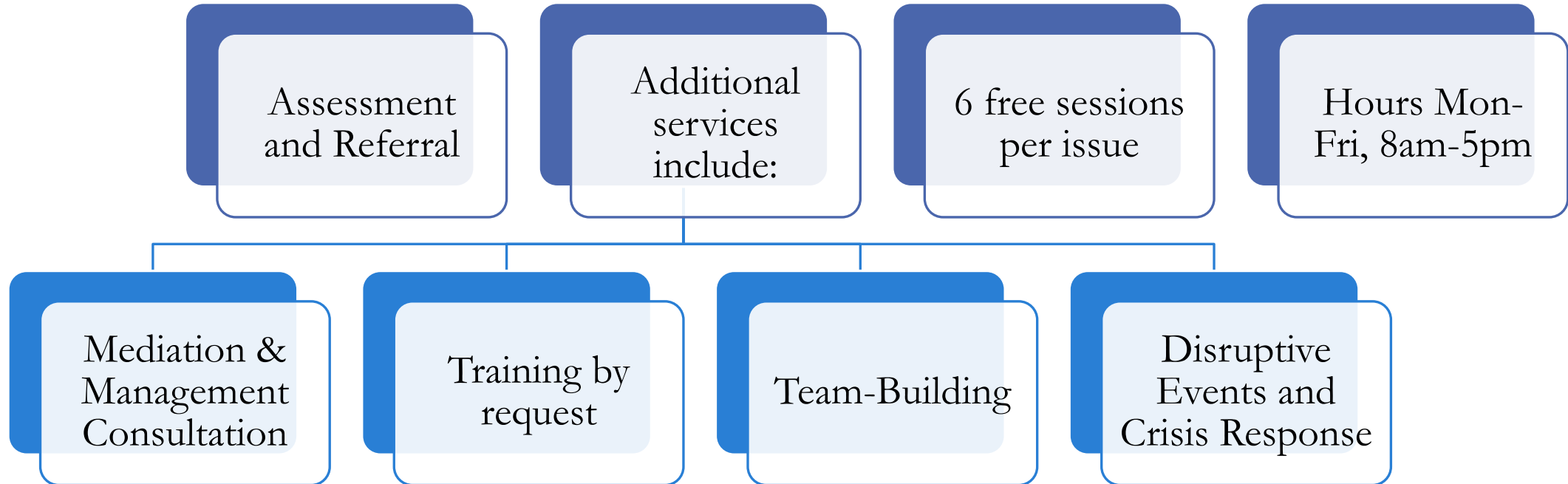


# City of Houston EAP – Internal EAP

(832)393-6510 | **611 Walker – Garden Level**

Confidential Counseling & Coaching for Work-Related Concerns

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# City of Houston EAP- External EAP - **Guidance Resources**

855-378-7485 | Confidential Emotional Support (Personal & Family Concerns)

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Work-Life Solutions



Legal Guidance



Financial Resources



Online Support



Healthy Pregnancy



6 free sessions per situation



Available to all employees and immediate family



Available 24/7 – 365 days a year



# Types of Referrals

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**Self Referral-** employee or immediate family contacts EAP on their own (no information given to supervisor without consent)

**Informal Supervisor-Referral-** when a supervisor observes an employee may be experiencing emotional or behavioural difficulties that affect job performance

**Soft Referral-** a suggestion is made by an employee's supervisor to contact EAP (no information given to supervisor without consent)



# City of Houston Employee Assistance Program (EAP)

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CALL: 832.393.6510  
855.378.7485



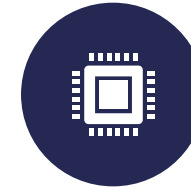
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WEB ID:  
HOUSTONEAP



ANNETTA  
VAUGHN *EAP*  
*MANAGER*



# Contact Us

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Internal EAP  
832.393.6510

External EAP  
1.855.378.7485

Wellness  
Connection  
832.393.6000