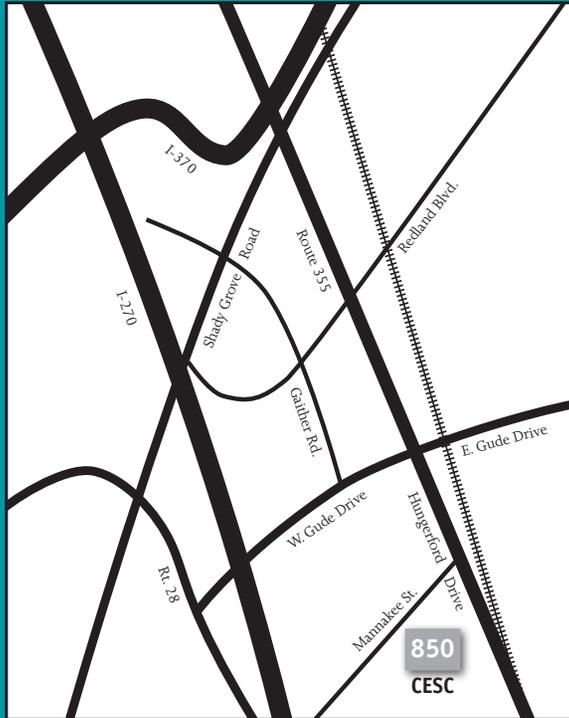


## Employee Assistance Program Location



*The Employee Assistance Program*  
**Carver Educational Services Center**  
**850 Hungerford Drive, Room 43**  
**Rockville, Maryland 20850**

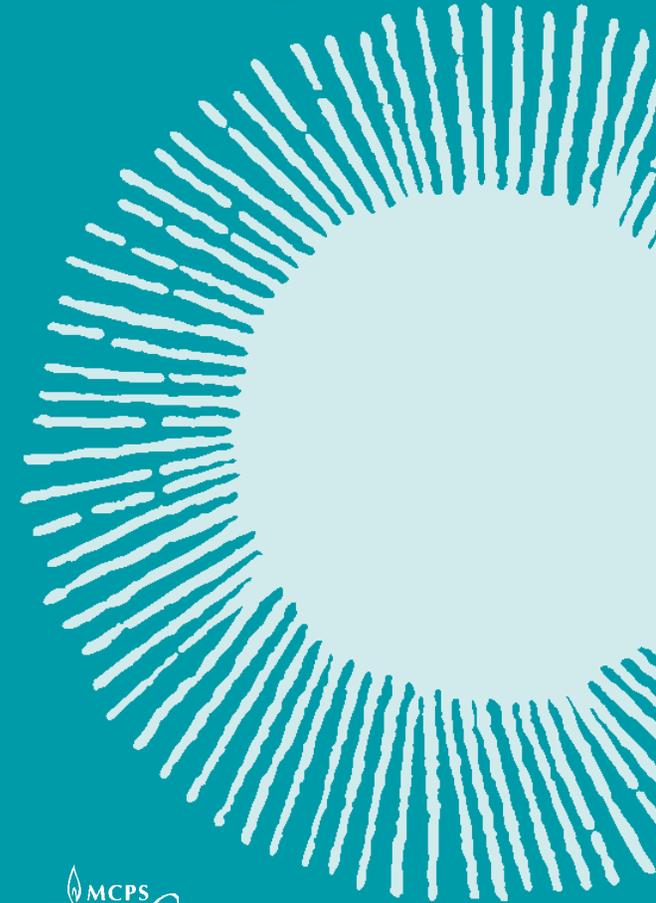
Phone: 240-314-1040

# Employee Assistance Program

This document is available in an alternate format, upon request, under the *Americans with Disabilities Act*, by contacting the Department of Public Information and Web Services, at 850 Hungerford Drive, Room 112, Rockville, MD 20850, or by telephone at 301-279-3391 or via the Maryland Relay at 1-800-735-2258.

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

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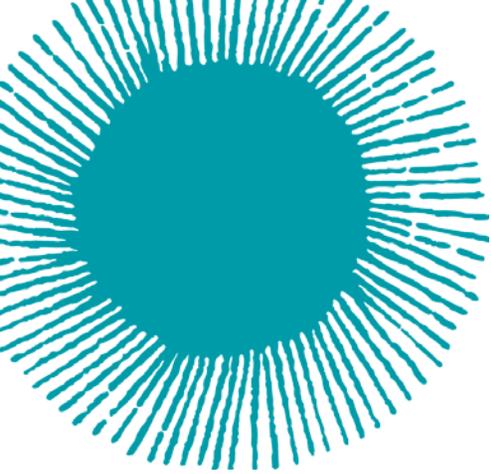
Rockville, Maryland

Published by the Department of Materials Management for the Employee Assistance Program



**The Employee Assistance Program**  
**Carver Educational Services Center**  
**850 Hungerford Drive, Room 43**  
**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. 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 workforce. 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 website:  
[www.montgomeryschoolsmd.org/departments/eap](http://www.montgomeryschoolsmd.org/departments/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 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 a client's use of the EAP will not be disclosed to anyone outside of the EAP without the written consent of the individual, except as required by law or as described below, and will not be made a part of the employee's personnel record.

Exceptions:

- If EAP staff believe that the client presents a danger to him/herself or another individual, the EAP may disclose information to prevent harm.
- EAP staff are required by law to report suspicion of child abuse or neglect as well as the neglect, abuse, or exploitation of vulnerable adults.
- 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**  
**850 Hungerford Drive, Room 43**  
**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.**