

Emergency Services  
are provided  
24 hours a day  
7 days a week



For non-emergency  
calls or to schedule  
an appointment to see a  
counselor, call Monday-  
Friday  
8:30 to 5:00 pm (EST)  
**1-800-778-3277**

**Remember:**

EAP is a professional  
service for help with a wide  
variety of problems.  
EAP is available at  
no cost to you.  
EAP is completely  
confidential.

Quinn & Associates  
EAP  
**1-800-778-3277**  
**1-800-842-2797**



P. O. Box 167  
Ellicott City, MD 21041

Quinn & Associates

Employee  
Assistance Program

HELPING EMPLOYEES  
STAY HEALTHY



Nationwide Employee  
Assistance Program

## What is the EAP?

The Employee Assistance Program (EAP) is a confidential service provided for employees who are experiencing personal or job related problems. Professional counselors provide an initial assessment and referral to community resources if necessary. Personal problems with early intervention can be helped.

## Who is eligible for the programs?

You and your family may use the services at any time. The decision is voluntary. You are encouraged to contact the EAP counselor whenever you are experiencing personal problems either on or off the job. If your supervisor observes job performance problems, you may be referred to EAP.

## What happens when I call EAP?

Quinn & Associates EAP Counselors are available to discuss your problem and to provide information, education, counseling and referral services when you ask for help, either on a personal voluntary basis or upon referral by your supervisor.

Under the law, all information regarding an employee's participation in the program is strictly confidential. Additionally, no one can be advised of your participation in the program without your written consent.

Don't Know Which Way to Turn?

Looking for Answers?



- **Marital Issues**
- **Family Concerns**
- **Emotional or Sexual Abuse**
- **Drug or Alcohol Abuse**
- **Relationship Problems**
- **Financial Difficulties**
- **Job Stress**
- **Chemical Dependence**
- **Emotional Disturbances**
- **Grief/Loss of a Loved One**

Your Employee Assistance

Program

Can Help!

Call 1-800-778-3277 or

1-800-842-2797

## Who will pay for these services?

Initial assessment services will be provided by Quinn & Associates at no cost to you. Coverage of additional sessions depends on what your company has contracted with Quinn & Associates. Call our 800 number listed at the bottom of this page to find out how many sessions you can utilize.

## Can my job be jeopardized by using the EAP?

Your employer is never notified of your participation in the EAP unless you give written consent or are referred by your supervisor. Your job security or promotional opportunities will not be jeopardized and actually may be enhanced.

## What the EAP CAN'T do:

- Loan money.
- Guarantee results (although we do our best).
- Help solve your problems if you don't call.
- Change personnel policies.

## How do I contact the EAP?

It's best to call during normal work hours, but a counselor is available 24 hours a day, 7 days a week, in case of emergency. Identify yourself and state where you work.

Call 1-800-778-3277 or  
1-800-842-2797

To arrange for an appointment