

EAP BENEFIT

# Supervisor Website



Your EAP website is designed to provide you with information about your EAP benefit and provide access points for you to connect with us while you're there. The site also offers access to tools designed to support you in your role as a supervisor.

## **EAP OVERVIEW**

Learn about what the EAP is, how it can assist your role as a supervisor, what services are available, how it works, and read about the frequently asked questions.

## **PERFORMANCE STRATEGIES**

When employees or their family members are experiencing personal or emotional problems, there are usually also problems in job performance and interaction at the worksite. Identification of the problem or behavior and documentation of the problem or behavior is essential in assisting a troubled employee. Explore some of the most common performance problems and learn strategies to deal with them.

## **MANDATORY REFERRALS**

While the majority of participation in EAP is voluntary, there may be times that an organization may want to require an employee to get an EAP assessment. When used appropriately, mandatory or supervisor assisted referrals may prevent termination and help an individual succeed in the workplace. Find the information you need about the types of referrals as well as information on mandatories. Consult with your Human Resources department prior to making a mandatory referral.

## **ON-SITE SOLUTIONS**

Explore the fee-for-service on-site services available that can be tailored to your organization's unique needs. Find information on Leadership Training, Group Facilitation, Grief and Trauma Support, Managing Effective Change, Executive and Leadership Coaching, Job Performance and Last Chance Agreement Support, Human Resource Policy Development and Implementation and more.

## **PROMOTE YOUR EAP**

At Wellspring, we believe that the success of the EAP in creating an impact on your workforce lies greatly on awareness of what the benefit offers and how it can help employees. The website has a section on EAP Promotional materials, where supervisors can download and customize flyers for print or electronic distribution, as well as access educational articles to incorporate in wellness newsletters.

## **REQUEST MATERIALS**

Supervisors can use the online form to request for hard copies of promotional materials, including brochures, wallet cards, benefit flyers, educational flyers, posters and tear-off contact pads, and more.

ONLINE: [WELLSPRINGEAP.ORG](http://WELLSPRINGEAP.ORG)  
USERNAME: **BHT SUPERVISOR**  
TOLL FREE: **1-866-607-4535**

