

**CITY OF SUFFOLK  
EMPLOYEE ASSISTANCE PROGRAM**

20065 Appendix H

**Services Provided BY EAP**

<b>Clinical Services</b>	<b>Included Services</b>
<b>Up to (5) short-term counseling sessions</b> (provided annually for employees and family members and includes evaluation and follow-up)	<b>X</b>
<b>Formal/Mandatory Referral Services</b> (evaluation and follow-up services)	<b>X</b>
<b>Referral Services</b> (when needed, best-matched provider(s) and self-help/community resources provided based on health insurance plan and/or other specific need)	<b>X</b>
<b>Fit-For-Duty</b> (Fee for Service \$400-\$600 per evaluation. All follow-up included)	<b>X</b>
<b>Discounted Substance Abuse Professional (SAP) Services for DOT</b> (Services provided by a SAP qualified provider)	<b>X</b>
<b>Intake Services/Toll Free 800 Number</b>	<b>X</b>
<b>24/7 Emergency EAP Coordinator</b>	<b>X</b>
<b>Educational Services/Internet Access</b>	
<b>Employee Seminars, Management/Supervisory Trainings</b> (Up to 6 hours of seminars as requested, annually)	<b>X</b>
<b>Monthly Employee and Supervisor Newsletters</b> (provided electronically)	<b>X</b>
<b>Website Access</b> ( <a href="http://www.virginiaemployeewellness.com">www.virginiaemployeewellness.com</a> - Online link to resources and educational material)	<b>X</b>
**Electronic resources, including training material, provided to a company representative for their disbursement	
<b>Program Promotion</b>	
<b>Standard Brochure &amp; Wallet Cards</b> (provided for contracted number of employees once annually and electronically as requested)	<b>X</b>
<b>Posters</b> (provided electronically as requested)	<b>X</b>
<b>Supervisor Orientation/Senior Briefing</b> (provided once annually)	<b>X</b>
<b>Employee Orientation</b> (provided once annually and electronically as requested)	<b>X</b>
<b>Participation in Organization Sponsored Event</b> (events can include health or wellness fairs, etc.)	<b>X</b>
**All promotional material will be delivered to a company representative for their disbursement	
<b>Organizational Support/Services</b>	
<b>Unlimited 24-Hour Management Consultations</b> (telephone or scheduled face-to-face)	<b>X</b>
<b>Unlimited Critical Incident Stress Management/Debriefing</b>	<b>X</b>
<b>EAP-related HR Policy Review and Recommendations</b>	<b>X</b>



<b>Dedicated Contract Manager</b>	<b>X</b>
<b>Customized Utilization Reports</b> (quarterly and annually as requested)	<b>X</b>
<b>Additional Services Available</b>	
<b>Additional and/or Specialized Seminar and Training Sessions</b>	
<b>Organizational Development</b>	
<b>Mediation Services</b>	
<b>Executive Coaching</b>	
<b>Additional Promotional Materials</b>	
**The fees for any additional services will be discussed prior to utilization	

