

**CITY OF SUFFOLK
EMPLOYEE ASSISTANCE PROGRAM**

Appendix A

Services Provided BY EAP

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



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

