

## **Employee Assistance Program**

The NRAO recognizes that concerns of a personal nature may affect an employee's job performance. These issues may include family and marital discord, substance abuse, emotional concerns, stress, and financial or legal difficulties. In most instances an employee can overcome and resolve personal concerns independently. There are instances, however, when neither the efforts of the employee nor the guidance of the supervisor result in satisfactory job performance. Employees who have problems that affect work performance are encouraged to voluntarily seek counseling and information on a confidential basis by contacting the Employee Assistance Program (EAP).

The EAP is available to all NRAO employees. Participation in the EAP does not jeopardize an employee's job, promotional opportunity, salary increase, or reputation. All records and discussions with the EAP remain confidential. Since an employee's work performance may be affected by the concerns of her/his spouse, dependents or other household members, the EAP is also available to *all* household members of Observatory employees.

If you or a household member are in need of the services of the EAP call 1-877-622-4327 for a free, confidential consultation.