



Eligibility & Referral

One Feather EAP is open to employees (and family members in the same household) of the organization you work for. An employee may enter One Feather EAP in several ways.

1. One Feather EAP accepts and encourages self-referrals.
2. Employees may also be approached by their immediate supervisor whose responsibility includes indentifying chronic job performance concerns. The supervisor may recommend or mandate a visit to One Feather EAP. This is known as a supervisory referral.
3. Finally, employees may contact One Feather EAP at the suggestion of a third party—a family member, friend, or co-worker for example.

Supervisors and One Feather EAP

Supervisory referral to One Feather EAP deals directly with the critical link between personal concerns and the work place. The supervisor is a key person in initiating help for employees whose personal concerns have overflowed into the job setting. At the same time, the supervisor is fulfilling an obligation to see that work is attended to on schedule and in a productive manner.

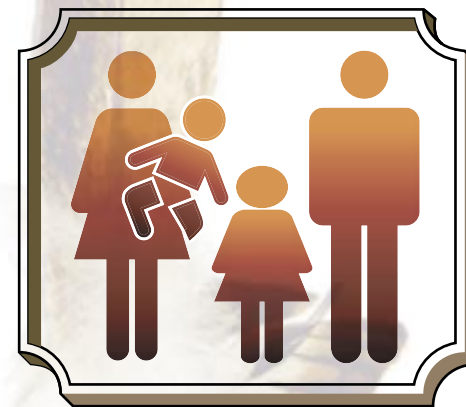
In utilizing One Feather EAP, the supervisor may address work performance only. Supervisors should not diagnose an employee's personal concerns or even offer advice that might be considered to be of a clinical nature. A supervisory referral should not reflect a supervisor's personal feeling towards an employee, either positive, or negative. Supervisory referrals are neither punishment nor reward. They are ways of dealing with work performance concerns.

A continued pattern of poor job performance over a period of time, which is a glaring departure from an employee's normal steadiness and dependability, is a signal that a referral to One Feather EAP might be appropriate.

BECAUSE CONFIDENTIALITY IS ESSENTIAL, A supervisor cannot receive information from One Feather EAP, unless the referred employee signs a release.

OneFeather Consulting .com

Employee Assistance Program



A guide for...
**employees,
supervisors
and managers.**

CONTACT INFORMATION:

Email: info@onefeatherconsulting.com
Toll-Free: 1-800-905-2911



Mr. W was a star four-year employee of the organization. He had received numerous promotions and was very satisfied with his employment.

However, recently he began coming in late. Calling in two, three, sometimes even four days in a row.

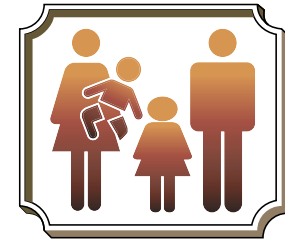
At times, he came into work with a hangover...

It was apparent Mr. W was starting to lose focus and his once strong work ethic was starting to decline.

Where could he seek help? He did not want to lose his job. Yet, he needed help passing this hurdle. Mr. W knew about the employee assistance program. After respectfully talking with his supervisor, Mr. W contacted the employee assistance program—counseling services for direction and guidance.

Although this story is fictionalized, it represents just one of the many situations that can occur in the work place setting. For some, it was a failing marriage. For others, it was substance abuse, domestic violence, problems with paying bills, and a wife who drank. But they all impact upon the employee's job.

This brochure is a guide for employees who may one day need assistance. It is also meant to help supervisors understand what One Feather EAP does and how they, in their unique roles, can be important and effective team players in the One Feather EAP process.



One Feather EAP helps employees cope with personal concerns which negatively affect their lives and which might intrude upon their employment. Emotional stress, family disintegration, financial and legal difficulties, alcoholism, drug abuse, and marital disruption impair not only an employee's personal life, but work place productivity. One Feather EAP was formed with knowledge that such problems can be addressed and treated with appropriate help.

What Services are Provided?

One Feather EAP is a CONFIDENTIAL support, referral, and short term counseling service.

**OneFeather
Consulting**
.com

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