

**MOBILE COUNTY PUBLIC SCHOOL SYSTEM**  
**Division of Human Resources**

**EMPLOYEE ASSISTANCE PROGRAM**

As an employee in education, you face many challenges. Whether you teach, maintain equipment, prepare meals, manage a department, assist on the playground, coach sports, drive a bus, or run a school, your effective performance is important to the overall quality of the educational program and to your own sense of job satisfaction. The Employee Assistance Program (EAP) is available to all employees and their dependents.

The EAP program is a confidential service available for employees who experience problems which may eventually affect their employment. It is confidential as long as there is no threat of harm to students or other employees. Self-referrals do not become part of any employment record and are not reported to supervisors. Contact the Personnel Administrator for Employee Relations for additional information at 221-4531.

The EAP program is based on referrals to appropriate outside resources that can help employees resolve their own problems. The program does not provide treatment, but rather assists or refers employees to professionals who are experts in the area of the employee's problem. Professional counseling services are provided by Bayview Professional Associates. Bayview will provide up to eight visits free of charge for the employee and his/her immediate family members. When something prevents you from doing your best, you suffer and your work suffers. These counseling sessions may address any of the circumstances which can interfere with your work, such as stress, family problems, relationship problems, alcohol/drug dependence, legal problems, financial difficulties, or job dissatisfaction.

Your personal life, of course, is your business and there is no intent to intrude. However, if your performance suffers, then our business is to help you try and solve your problems and perform at your best. **Any self-referral to the EAP program is confidential.** No report is made to the supervisor nor is any record placed in the employee's personnel file.

How do you know if you have a problem? A situation is a problem if:

- You spend a great deal of time thinking about it (worrying);
- You pretend "it's not that bad" or "it will get better with time" (and it doesn't);
- You feel physically ill or overly tired;
- You are afraid to confront a problem because you think rocking the boat will make it worse;
- You don't know where to go for help.

Should any problems or stress begin to affect performance, it is felt that the employee has an obligation to seek professional help either through the Employee Assistance Program or any other outside program. If there are problems affecting your work performance, please seek help in order to assure the students of Mobile County have the very best professionals teaching them.

Counseling services that may be of help are listed below:

- Bayview Professional Associates, 501 North Bishop Lane (Old Shell Road at I-65), 450-2250;
- Helpline: 431-5111;
- Mobile Mental Health Center: 473-4423;
- Alcoholics Anonymous: 438-1679;
- Ala-teen: 341-8998;
- Drug Education Council: 433-5456;
- Consumer Credit Counseling: 602-0011;
- Debt Counseling of Mobile: 433-2488.