

Employee Assistance Program

Employee Relations Division

The State of Maryland provides this confidential service to help State employees who face personal matters that adversely affect their job performance. Supervisors are encouraged to refer employees to the EAP when it has been identified that an employee's personal matters have begun to negatively impact his or her work performance. Supervisory referrals are then submitted through the agency EAP representative to the EAP office. The Program is utilized to provide assistance in resolving the employee's problem and to restore the employee to a satisfactory job performance level. PARTICIPATION IN THE PROGRAM IS TOTALLY VOLUNTARY, AND IS AVAILABLE ONLY TO EMPLOYEES THEMSELVES.

Employees who are referred to the EAP will be scheduled for an initial assessment with an EAP counselor. It should be noted that time utilized to attend the EAP initial assessment session(s) is considered work-time and there is no fee or leave charged to the employee for attendance during the assessment period. However, if treatment is recommended beyond the initial assessment period and the employee agrees to proceed with it, a co-payment will be required for those subsequent sessions and the employee must begin to use accrued leave if attending those sessions during work hours.

Since the EAP accepts management referrals only, employees who are not experiencing job performance problems, but feel the need for counseling, are encouraged to contact their health care provider directly to arrange to receive it.

Also, the EAP is an essential part of the State's initiative to eliminate the impact of Domestic Violence issues. Employees experiencing domestic violence are encouraged to contact the EAP Office for guidance.

Please be assured that job security and promotional opportunities will not be jeopardized by an employee's participation in the EAP. Information will not be released without the expressed written consent of the employee.

Click one of the following to print an EAP Supervisory Referral Form (MS 561) in [MS Word](#) or [pdf](#) format.

American Psychiatric Systems (APS)

APS is the mental health and substance abuse benefits administrator for all State of Maryland employees, retirees and dependents enrolled in the PPO or POS medical plans. Information and self-help are available from their website at www.APSHelpLink.com. APS is also the administrator utilized for the State of Maryland's Employee Assistance Program.

You will need the State of Maryland Company Code in order to fully access the APS website.

To access the APS website:

- * Go directly to the site at www.APSHelpLink.com.
- * The State of Maryland Company Code is SOM2002, which is also located on the back cover of your State Open Enrollment Book.
- * If you need help in accessing or navigating the website, call APS at 1-877-239-1458 for assistance.

OR Contact Susan Maans-(HR) 410-260-8079