



### more information

Contact your local HR office to find your agency's EAP Administrator or search OPM's Work-Life Contact Tool available at:

[opm.gov/CCLContact](https://opm.gov/CCLContact)

Additional information

is available at

[opm.gov/worklife](https://opm.gov/worklife)

## Tips for Work-Life Coordinators

# Employee Assistance Program

Employee Assistance Program (EAP) resources and services are available to all employees. In the face of unprecedented challenges related to the COVID-19 global pandemic, it is a great time for Work-Life Coordinators to remind agencies about the services available through EAP.

- **Remind all employees about the EAP.**

Whether it's helping employees navigate transitions, find more satisfaction, or maximize physical and emotional wellbeing, the EAP is here to assist.

- **Check-in with employees frequently.**

As a Work-Life Coordinator, you are uniquely positioned to serve as a resource to help employees navigate their EAP options.

- **Equip managers to share EAP solutions.**

Managers have a first-hand perspective on employee performance and needs. [OPM's Toolkit for Managers](#) is a resource for managers to learn and understand the various work-life programs and practices.



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OPM's Work-Life staff is here to assist.  
Please reach out to us any time at [worklife@opm.gov](mailto:worklife@opm.gov).