

# Employee Resource Systems, Inc.

## Statement of Understanding

### Employee Assistance Program (EAP) Services

Employee Resource Systems, Inc. is a private consulting firm retained by your employer to provide assessment and referral services to you, household members, and eligible dependents. These services may include, but are not necessarily limited to, resources for mental health/behavioral health, financial, legal, and daily living issues.

### Confidentiality

Your contact with the EAP is voluntary, confidential, and strictly protected within the limits of state and federal confidentiality laws. Any information you give to the EAP, including its counselors or affiliates, will be treated with the utmost respect for confidentiality and strict adherence to state and federal statutes. Information regarding your contact with the EAP will not be given to your employer or any other party without your written permission, unless required by law. According to EAP policy, your file will be securely retained for ten years and then destroyed.

As mandated reporters, EAP clinicians and affiliates are required to report to appropriate authorities the suspected abuse or neglect of a child or elderly person. The EAP is also required to take any action necessary to prevent imminent threats of harm to self or others.

### Cost of EAP Services

The EAP is a free, pre-paid benefit provided by your employer. There is no cost to you or your household members for using the program. You are entitled only to the number of in-person sessions required to complete the assessment, regardless of the number of sessions available. If, after the initial assessment session(s), the EAP recommends ongoing treatment or other external services, *the costs incurred for such services then become your responsibility*. Some expenses for outside services may be covered in part by your health insurance plan. It is your responsibility to understand what services are covered and to verify your eligibility for benefits. The EAP will make every effort to help you locate resources that meet your personal needs and are within the parameters of your insurance coverage.

If you have been referred to the EAP due to a work performance problem or policy violation: Under your employer's policy:

- 1) ERS is expected to confidentially advise the referral source of your contact and cooperation with EAP recommendations. You will need to sign a release of information to allow ERS to do so. You may use EAP services even if you do not sign a release. Either way, the details of the assessment and EAP recommendations will not be discussed with your employer.
- 2) Participation is voluntary. Whether or not you decide to use the EAP services is not a condition of employment.

Your signature indicates that you have read and understand the above information.

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Name (please print)

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Witness Signature

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Client/Parent or Guardian Signature

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Date



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