

# **Madison County Government Employee Assistance Program**

# **Madison County Government Employee Assistance Plan**

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## **Madison County Government Employee Assistance Program**

The Madison County Government Employee Assistance Program (EAP) provides access to counseling in a confidential and professional manner at no cost to you to help resolve problems that affect your personal life or job performance. EAP services are provided through Gateway Regional Medical Center. These services are also available to your family and household members at various locations throughout the County. You may reach the EAP by calling their confidential phone line: 1-618-798-3667 or 1-618-798-3457.

This summary is designed to give you an overview of the major points of the plan. Care has been taken to be sure that this summary is accurate in describing the benefits under this plan. However, in the event that there is a conflict between this summary and the plan document governing the Employee Assistance Program, the plan document will govern.

### **Eligibility**

All Madison County Government employees (excluding temporary employees) are eligible to participate in the Employee Assistance Program. The plan is also available to anyone living in your home.

### **When coverage begins**

Coverage begins on your first day of employment. Madison County Government pays the full cost for this coverage and enrollment is automatic.

### **EAP Benefits**

The EAP is designed to help you and your family deal with problems caused by stress and changes in life. The problems may involve you, a member of your household or your family as a whole. No matter what the reason, or who is involved, an EAP counselor can suggest solutions to your problems or direct you to other sources for help. Some of the types of problems the EAP plan can help you deal with include:

- Family or marital relationships
- Moving to a new home or away from home
- Alcohol or drug problems
- Emotional or psychological adjustments
- Birth of a child and parenting
- Change in career or job assignment
- Death in the family
- Legal or financial difficulties
- Retirement

The County will pay for short-term counseling sessions by an EAP provider if the counselor and patient agree that counseling will be helpful. If you or a family member needs long-term counseling, the EAP counselor may either continue to provide the service or refer you to a United Behavioral Health provider for network mental health and/or substance abuse benefits under the Madison County Group Health Benefits Plan administered by UnitedHealthcare. The cost of these additional or referred services may be covered under the County's group health benefits plan or the Health Care Flexible Spending Account Program if you participate.

## **How To Use The EAP**

An experienced counselor is available 24 hours a day, seven days a week to respond to your call and to make referrals as necessary.

If you need to make an appointment, call the EAP confidential phone line at 1-618-798-3667 or 1-618-798-3457. Appointments can be scheduled at a convenient time, including evenings and Saturdays. In an emergency, an appointment can be arranged for Sunday.

The EAP is staffed by licensed professionals in the fields of psychology, clinical social work and counseling. When you call, you'll talk to people who are experienced in helping individuals find ways to resolve problems.

## **Confidentiality**

Everything discussed in EAP counseling is strictly confidential. The EAP does not disclose to the County the patient identity or other information about what you or a family member discusses with a counselor.

## **When Coverage Ends**

EAP plan benefits will end on the earliest of the following to occur:

- You are no longer an active County employee, except that coverage will continue while you are on an approved leave of absence that is protected by the Family and Medical Leave Act of 1993.
- Madison County discontinues the plan.
- For any other individual, he or she no longer resides in your household or within the EAP service area.

Under certain circumstances you may be allowed to continue EAP coverage upon termination of employment. For more information about this continuation option, see the section called *Continuation of Coverage* in the *Medical* section or contact the Safety and Risk Management Department.

## **Plan Administration**

### **Plan Name**

Madison County Government Employee Assistance Plan

### **Plan Sponsor and Administrator**

Madison County Government  
157 North Main Street, Suite 159  
Edwardsville, IL 62025-1968  
(618) 296- 4546

### **Type of Plan**

Welfare benefit plan

### **Plan Year**

December 1 through November 30

### **Plan Administration**

Madison County is responsible for the operation and administration of the plan.

Correspondence to the County should be addressed to:

Safety & Risk Management  
Madison County Government  
Madison County Administration Building  
157 North Main Street, Suite 159  
Edwardsville, IL 62025-1968

### **Plan Document**

The plan document is a legal document that controls the operation of the plan. The document provisions cover all situations relating to benefits, and these provisions will be the final authority. If there is any conflict between this booklet and the plan document, the plan document will be followed.

### **Plan Amendment and Termination**

Madison County Government has established this plan with the intent of continuing it indefinitely. However, conditions may change and the County reserves the right to amend or terminate the plan if it becomes necessary.

**Effective Date of Summary Plan Description:** December 1, 2013