

## Our Mission

Employee Advisory Service is dedicated to excellence in providing the best quality confidential assessment, counseling, referral and support services to the State of New Jersey's public employers and employees.

We are committed to the delivery of effective, efficient, confidential and accessible care, tailored to reflect the reality of today's workplace.

## Where Are We Located?

The EAS office is located in Trenton, NJ. Counseling staff and affiliates provide services throughout the State of New Jersey at state operated facilities and in private office settings. The goal is to provide the most convenient location to minimize lost work and leave time.

## How To Request An Appointment:

Call us at 1-866-327-9133 or send an email to [EAS\\_Help@csc.nj.gov](mailto:EAS_Help@csc.nj.gov). You can also visit our website to complete a Service Request Form.

[www.nj.gov/csc/employees/programs/advisory/eas.html](http://www.nj.gov/csc/employees/programs/advisory/eas.html)



Remember In The Case Of  
An Emergency Call 911



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Tahesha L. Way  
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State of New Jersey  
Civil Service Commission

# Employee Advisory Service



*Support. Empowerment. Growth.*

## What is the Employee Advisory Service?

The Employee Advisory Service (EAS) is a state sponsored program in the New Jersey Civil Service Commission designed to help employees and their immediate family members with personal, family or work-related issues that may adversely impact their work performance.

Confidential assessment, counseling and referral services provided by the Employee Advisory Service helps to restore the health and productivity of employees and the workplace as a whole. Problems are addressed in the quickest, least restrictive and most convenient manner while maximizing confidentiality and quality.

### **EAS Can Assist With:**

**Stress Management**

**Anxiety**

**Grief Counseling**

**Family Issues**

**Depression**

**Anger Management**

**Critical Incident Stress**

**Substance Abuse**

**Job Performance Issues**

## Who Are We?

EAS is staffed with professional counselors and works in partnership with regional providers to offer services throughout New Jersey.

### **Is EAS a Voluntary Program?**

Yes, the decision to participate is up to the employee. However, management can refer an employee to EAS in certain situations, i.e., poor work performance, absenteeism, inappropriate work behavior or other causes for concern.

### **Are All Services Confidential?**

Your privacy is important to us. Your confidentiality is protected by state and federal law and regulations. All of the services offered are guided by professional and ethical standards. EAS staff may not release details of your need for services without your prior written consent. Information concerning the date and time of your appointments and referrals can be released to your Human Resource Office.

## How Are Services Scheduled?

Employees who come voluntarily or who are referred to EAS will be scheduled for an intake/assessment with a counselor which should take approximately 45 minutes. When referred to EAS by the Appointing Authority, an employee shall be given time off with pay for the intake and evaluation visits. For other situations and visits, arrangements shall be set by the employee and appointing authority, which may include use of available sick or other leave.

### **Available Services:**

**Assessment and Counseling**

**EAS Overview for Supervisors**

**Critical Incident Debriefing Sessions**

**Fitness for duty evaluation scheduling**

**Substance Abuse Professional (SAP)  
assistance for random drug testing of CDL  
and Direct Care Employees**

**Wellness Initiatives**