

## Easy Access to EAO Services

**Call us:**  
608-263-2987

**Use our confidential email:**  
eao@mailplus.wisc.edu

**Visit our website:**  
www.eao.wisc.edu

**Location:**  
Confidential setting at the  
Lowell Center, Room #226  
610 Langdon Street in Madison  
On Madison Metro Route 80

**Office hours:**  
7:45 a.m. – 4:30 p.m.  
Monday – Friday  
Faculty and Staff may use  
EAO services on work time.



## Confidentiality

Contact with the staff of the Employee Assistance Office is confidential within limits as governed by Federal and State regulations. This information is reviewed with service recipients at the time of their initial appointment.



**Employee  
Assistance Office**  
UNIVERSITY OF WISCONSIN-MADISON  
Lowell Center, Room #226  
610 Langdon Street  
Madison, WI 53703



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*We're here for you...  
confidentially*

## Problems are part of life

We all face problems from time to time. Usually we can handle them ourselves without help, but sometimes it makes sense to seek **assistance**. That is why the University of Wisconsin-Madison provides you and your family with a **confidential** Employee Assistance Office that provides **resources** and solutions for the problems you encounter cost-free.



## Tell Me About The EAO

### ***What is the Employee Assistance Office (EAO)?***

The EAO is a confidential resource for employees who are finding it difficult to successfully cope with work-related or personal issues.

### ***Who can use the EAO?***

All University of Wisconsin-Madison employees (including limited term and temporary employees), their families and significant others are eligible for EAO services.

### ***Is my visit with EAO confidential?***

Contact with the staff of EAO is confidential within limits as governed by federal and state regulations. This means that what you tell the EAO staff person will be kept confidential and cannot be released without your authorization.

### ***As an employee, how can EAO help me?***

- Stress (work or personal)
- Elder care
- Relationships (friends, family or co-workers)
- Conflict
- Substance abuse, mental health, and many more issues

### ***What services are available to supervisors, directors, chairs and deans?***

Confidential consultation is available regarding a variety of workplace issues such as:

- Communication concerns
- Conflict between employees
- Change-management issues
- Personal issues affecting performance

## Other Services

**Crisis response-** when there is an employee death or traumatic event, EAO can provide individual and group grief counseling/consultation.

**Presentations-** a variety of communication, wellness, and leadership topics are offered.

### ***Small groups-***

- Conflict between employees
- Change management issues
- Personal issues affecting performance

**Referrals-** to appropriate campus and community resources.

*Assessment required before these services are provided.*



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