



Charles County Department of Emergency Services  
**STANDARD OPERATING PROCEDURES**

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**Section 300 - Employee Health & Safety**

Health & Wellness Programs - 300.00		
S.O.P. # 300.04	<b>Employee Assistance Program</b>	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 02/20/19	Authorized: William Stephens, Director	

**300.04.01 Purpose**

This SOP provides awareness level information regarding the County’s Employee Assistance Program (EAP).

**300.04.02 Applicability**

All full-time employees of Charles County Government may receive services. Immediate family members living within the employee’s household may also take advantage of EAP services.

**300.04.03 General**

This SOP is an adjunct to the Charles County Personnel Policy and Procedures Manual. For detailed information regarding the County’s EAP services, please contact the Department of Human Resources.

The Charles County Government’s Employee Assistance Program functions to help you and your family if you encounter problems which can affect your job performance. Employee problems such as marital issues, job stress, grief, family or financial concerns, emotional or sexual abuse, depression, or chemical dependency can take their toll and often lead to fatigue, poor health, and impaired job performance. The EAP can assist you through individual intervention services, seminars, and workshops.

The office of **The Pinnacle Center for Mental Health and Human Relations** is located at:

603 Post Office Road, Suite 210

Waldorf, MD 20602

(301)752-8028



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By special request, an appointment can be scheduled at another location that is more convenient for you. Your initial EAP assessment is free. If additional services are needed, an appropriate referral will be made. The cost of additional services can be submitted to your health insurance provider for coverage as outlined in your own health insurance policy. Your EAP representative will provide guidance and advice to help you arrange for the most cost-effective services available.