



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 04-47

DATE: December 17, 2004

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP
Administrator and Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", is placed over the printed name in the "FROM:" field.

**RE: State Employee Assistance Program
Fiscal Year 2004 Annual Report**

Following is a link to the FY 2004 Annual Report for the State Employee Assistance Program administered by the Oklahoma Office of Personnel Management:

<http://www.opm.state.ok.us/fy04EAPAnnualReport.pdf>

The State Employee Assistance Program (EAP) provides confidential counseling and referral services to state employees seeking assistance in areas such as alcohol and drug abuse, financial difficulties, mental health problems, career issues, legal matters, marital and family conflicts, and other personal concerns which may adversely affect an employee's job performance and well-being. Services are available to management, support personnel, and family members, and include assessment and referral, consultation, education, counseling services, critical incident debriefing sessions, and training workshops designed to address not only issues that are unique to a particular agency, but also those broad enough to apply to any workplace.

The FY 2004 Annual Report contains detailed information concerning employee utilization of EAP assessment and referral services during the fiscal year, including:

- A monthly breakdown of cases opened;
- Geographic locations of EAP clients;
- Client demographics including age, sex, ethnic background, marital status, employment status, job category, and reason for referral and referral source;
- Compiled results of client evaluations of EAP services.

If there are questions or if additional information is needed, please feel free to contact me or Robert Stevens, State Employee Assistance Program Coordinator, at (405) 947-7576 or robert.stevens@opm.state.ok.us.

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."