

EMPLOYEE ASSISTANCE



The University of Wisconsin Colleges and University of Wisconsin-Extension Employee Assistance Office provides employees with **free, confidential assistance** in dealing with **work-related** and **personal issues**.

UNIVERSITY  WISCONSIN
COLLEGES

UW
Extension

Employee Assistance Office
526 Lowell Center
610 Langdon St.
Madison, WI 53703-1195

**Free, confidential assistance for UW
Colleges and UW-Extension employees**

Where is the Employee Assistance Office located?

526 Lowell Center
610 Langdon St.
Madison, WI 53703-1195

To make an appointment with the Employee Assistance Office

☎ Phone:
(8 a.m. – 5 p.m., Monday – Friday)
(800) 385-8511
(608) 265-5127

☎ TDD:
(608) 265-8460

☎ Fax:
(608) 265-3398

✉ E-mail:
mike.hallenbeck@uwex.uwc.edu

Web site:
<http://www.uwex.uwc.edu/eao>

UW Colleges and UW-Extension Employee Assistance

What is the Employee Assistance (EA) Office?

The UW Colleges and UW-Extension Employee Assistance Office assists employees who are finding it difficult to successfully cope with work-related and/or personal issues and concerns.

Services include:

- Short-term counseling
- Alternative dispute resolution
- Referral to campus and community resources

Who can use EA?

UW Colleges and UW-Extension employees (including limited-term and project employees), their immediate families and significant others are eligible for EA services.

How can EA help?

EA can help you find options and resources for dealing with issues including:

- stress
- relationships
- drug and alcohol dependencies and abuse
- impact of disability and chronic disease on individuals and families
- financial problems
- separation and divorce
- emotional problems
- family violence
- grief

EA also provides workshops on the following topics:

- anger/conflict management
- change
- respect in the workplace
- stress
- dealing with challenging personalities
- other topics by request

How does EA work?

You can initiate contact with EA directly, or your supervisor, manager, director or department chair may request that you contact EA because of a persistent performance or employment problem. Your participation is voluntary. For your convenience, appointments are available in person and via phone.

Is EA confidential?

Contact with the EA staff is confidential within limits governed by federal and state regulations. No record of service provided by EA staff will be entered in your personnel file.

How much does EA cost?

EA services are available at no cost. For services that go beyond those offered by EA, referrals are made to a variety of campus and community resources.

Can EA services be used during work time?

Work time can be used to contact the EA Office and for appointments with the EA consultant.

When is help available?

8 a.m. – 5 p.m., Monday – Friday



Experienced professional staff

Michael E. Hallenbeck, LCSW
Employee Assistance Office
UW Colleges/UW-Extension
MSSW, School of Social Work,
Columbia University, 1974

Mike has more than 30 years of counseling experience. He is a licensed independent clinical social worker in the state of Wisconsin and is certified as an employee assistance professional by the National Association of Employee Assistance Professionals. Mike has also served as a consultant on mental health issues for the state of Florida and as an adjunct professor for the University of South Florida Graduate School of Social Work.