



**CITY OF SHREVEPORT
HUMAN RESOURCES OFFICE**

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DIRECTOR

MEMORANDUM

TO: All City of Shreveport Employees
FROM: Department of Human Resources
DATE: May 1, 2020
SUBJECT: City of Shreveport Employee Assistance Program (EAP)

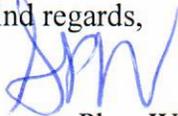
The City of Shreveport recognizes that a wide range of life problems can affect an employee's well-being and job performance. Therefore, the Employee Assistance Program (EAP) is a means by which employees, supervisors, and management may address life problems occurring either on or off the job (i.e. substance abuse, marital discord, financial difficulties).

It is the City's intent to provide assistance to any employee who experiences personal problems which may affect health, morale, family, work performance, as well as other areas. The EAP provides a confidential counseling and referral service to assist in resolving employees' problems. The benefit is available to all regular full-time and permanent part-time employees and their dependents. Some of the areas covered by the program are: personal, family, marriage, legal, financial, drug, and alcohol related problems.

The first three (3) EAP sessions will be of no costs to the employee. The employee will be required to pay for any additional sessions. However, employees have the option to use their health insurance to assist with payment for these additional sessions.

Employees interested in taking advantage of the EAP are asked to contact the Director of Human Resources at personnel@shreveportla.gov for scheduling.

Kind regards,


Sherron Phae Williams
Director of Human Resources