

North Dakota Public Employees Retirement System

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Revised September 2022

Contents

EMPLOYEE ASSISTANCE PROGRAM (EAP)2

ELIGIBILITY2

ENROLLMENT.....2

PROVIDERS.....2

UNPAID LEAVE OF ABSENCE2

EMPLOYEE ASSISTANCE PROGRAM (EAP)

For each new permanent and temporary employee, the authorized agent must complete the online “Setup New Employee”. See your PERSLink Employer Self Service Guide.

Did you know that employees can complete their benefit plan enrollment(s) using PERSLink Member Self Service (MSS)?

PERSLink MSS provides online access to benefit information, the ability to complete benefit enrollments and changes, as well as updating personal profile instead of completing paper forms and submitting to NDPERS.

ELIGIBILITY

The EAP is available only to permanent employees of State Agencies, the University System, and District Health Units. Each biennium, all eligible agencies have the opportunity to renew with their current vendor or select a new vendor to provide services to their agency’s employees.

ENROLLMENT

There is no enrollment form for the EAP. For agencies using the PeopleSoft payroll system, an employee will be enrolled in the EAP benefit plan that was selected by your agency through benefits administration.

PROVIDERS

Provider	Rate
CHI St. Alexius EAP	\$1.54
NexGen (eni)	\$1.30
The Village Institute	\$1.54
Live Well Solutions	\$1.50

UNPAID LEAVE OF ABSENCE

If the employee is on an unpaid leave of absence and either the employee or the employer is paying the basic life premium during the leave, the EAP premium must comply with the payment method selected for the basic life premium. Employee cannot continue EAP if not continuing life insurance.

Example: Employee is on unpaid leave of absence and elects to continue their life insurance during the unpaid leave at their own expense. The employee is responsible for the premium for the EAP program as well as to make arrangements with their employer to pay the premiums due.