

North Dakota Public Employees Retirement System

# Employee Assistance Program Employer Guide

Contents

EMPLOYEE ASSISTANCE PROGRAM (EAP)..... 2

ELIGIBILITY ..... 2

ENROLLMENT ..... 2

PROVIDERS (Rates are effective July 1, 2025)..... 2

UNPAID LEAVE OF ABSENCE..... 2

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## 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 (Rates are effective July 1, 2025)

| <b>Provider</b>                     | <b>Rate</b> |
|-------------------------------------|-------------|
| CHI St. Alexius EAP                 | \$1.54      |
| Bree Health (previously eni NexGen) | \$1.54      |
| The Village Institute               | \$1.54      |
| ComPsych                            | \$1.54      |

### UNPAID LEAVE OF ABSENCE

Please refer to the [Leave of Absence Employer Guide](#) for guidance on a member’s insurance options when going on a Leave of Absence (USERRA, FMLA, or any other type of leave of absence) or for seasonal employees.