

# EMPLOYEE ASSISTANCE PROGRAM

## CONFIDENTIAL SUPPORT FOR WORK AND LIFE



**Life is busy.** When you need more resources to manage it all, our Employee Assistance Program (EAP) professionals can help. The EAP provides information, guidance, and support to help you and your family reach your personal and professional goals, manage daily stresses, and develop fulfilling relationships.

### THE EAP IS HERE TO HELP

You don't have to handle your concerns on your own. It's OK to ask for help. In fact, seeking help early enables you to take immediate control of your situation and can prevent small issues from turning into big problems. EAP counselors are available 24 hours a day, seven days a week. Whether your concern is big or small, don't hesitate to call.

### BENEFITS OF THE EAP

#### COUNSELING SERVICES

Talk one-on-one with an experienced, licensed counselor for support with stress management, strengthening relationships, work/life balance, grief and loss, and more. You can speak to a counselor face-to-face or by telephone. Scheduling sessions with a counselor by video is also an option—whichever is most convenient for you. As with all EAP services, your conversation will be strictly confidential.

#### LEGAL SERVICES

Legal support for:

- Divorce
- Landlord and tenant issues
- Real estate transactions
- Wills and power of attorney
- Civil lawsuits and contracts
- Identity theft recovery

#### FINANCIAL SERVICES

Talk to a financial coach for guidance on:

- Saving for college
- Debt consolidation
- Mortgage issues
- Estate planning
- General tax questions
- Retirement planning
- Family budgeting

#### ONLINE RESOURCES

Visit the Achieve Solutions website to access articles, videos, calculators, and quizzes to help you improve your health and manage life events. You can also search for service providers in your area. Topics include:

- Depression
- Strengthening marriage and relationships
- Stress management
- Anxiety
- Conflict management
- Weight management
- Debt management
- Communication

#### HOW THE EAP WORKS

- **Access is easy and there's no cost to you.** Whether the issue is large or small, simply go online or call the toll-free phone number on this brochure any time, day or night.
- **Staffed by professionals.** EAP professionals are highly trained and qualified. The information you receive is accurate, up to date, and relevant to your particular circumstances.
- **Your call is private.** Your personal information is kept private as called for by federal and state laws.

#### HOW CAN THE EAP HELP YOU?

Call your EAP for guidance and support managing work and life, including:

- Achieving personal goals
- Finding care for an aging relative
- Sorting through legal matters
- Resolving conflicts
- Improving health such as weight loss, stress management, or quitting smoking
- Planning for a strong financial future
- Strengthening relationships
- Improving communication skills
- Planning for life events such as a marriage or birth of a child

#### WORK/LIFE SERVICES

- Care services: adult care, caregiver support, child care, special needs care, summer camps, holiday child care, and back-up care.
- Education services: education resources including preschools, public and private schools, tutors and test preparation, financing, and continuing education
- Daily living services: information on parenting, adoption, pregnancy and infertility, pet sitters, relocation, home repair services, and more