



PROGRAM FACT SHEET

Employee Assistance/Work-Life Program



Administered by Health Management Systems of America

WHAT IS AN EMPLOYEE ASSISTANCE/WORK-LIFE PROGRAM?



Your Employee Assistance/Work-Life Program (EAP) is a voluntary, confidential service that provides professional counseling and referral services designed to help you with personal, job or family related problems. Your EAP can help you and your dependent family members identify, resolve and gain control over personal problems that may be interfering with work and daily life.

WHY USE THE EAP?

Sometimes personal concerns can affect our health & well-being and job performance. The EAP is a voluntary program that can help you deal with these concerns safely and privately. Your EAP can assist you and your family members with improving the quality of your life by resolving a variety of personal concerns.

WHAT PROBLEMS CAN THE EAP HELP WITH?

Through short-term counseling, the EAP can help you understand what options are available for virtually any issue or problem that may arise. Some of the common concerns include:

*Parent-Child Conflicts
Child Care Issues
Communication Problems
Stress, Anxiety & Depression
Life Transitions
Problem Drinking*



*Coping with Serious Illnesses
Single Parenting Issues
Resolving Conflict
Managing Anger
Workplace Conflict
Illegal Drug Use*



*Aging Parent Issues
Separation & Divorce
Domestic Violence
Grief & Loss
Sexual Harassment
Prescription Drug Misuse*

From time to time, your employer may make referrals to the EAP based on performance, attendance or other job-related issues. The EAP is a benefit provided to you by your employer to help you with problems that may be interfering with work and daily life.

WHAT WILL USING THE EAP COST?

Any services provided by the EAP counselors are at no charge to you. If a referral to an outside provider is needed, your counselor will recommend carefully selected resources. Your health insurance and other financial factors will be considered to help insure that needed services are affordable.

IS THE EAP CONFIDENTIAL?

Yes, your request for assistance and any information that may be shared is between you and your counselor. All EAP records are kept strictly confidential. Information from the EAP may be released only with your prior written permission. Participation in the EAP will not jeopardize your job or career.



ONLINE WORK/LIFE RESOURCES

Your EAP also offers a wealth of work-life resources through our Online EAP/Work-Life Resource Portal. There you will find articles, videos, self assessments, financial calculators, a newsstand and even a virtual mall! Just go to www.my-life-resource.com and login as *hmsa* with the password *myresource*.



Your emotional health contributes greatly to your overall physical well-being. From time to time, we are all confronted with everyday life or work difficulties. **You are not alone . . . your EAP is there to help.**

... for confidential, personal assistance, 24 hours a day, 7 days a week, 365 days a year, call ...

1-800-767-5320

RELIANCE STANDARD

Life Insurance Company