



Employee Assistance Programs

They're There for You

Sometimes balancing work and family responsibilities may seem like far more than you can handle on your own. At these times, it's good to know that employers have resources to help employees cope.

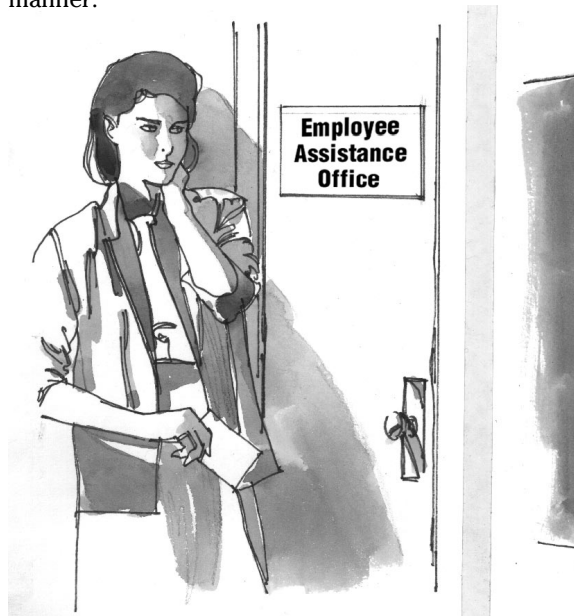
Employee Assistance Programs (EAPs) offer a wide variety of services to help you manage the conflicting demands and stress of being a working parent and caregiver. Most large employers have an EAP program to help you. All services are confidential and informal. A simple phone call can start you on the road to getting help.

What kinds of people ask for help?

All types of sensible, healthy people who are concerned about themselves, their jobs and their children and who want to learn better problem-solving skills go to their EAPs.

Who will you talk to?

EAP representatives are specially trained individuals who listen to your concerns without judging or criticizing. They understand the challenges facing working parents and are familiar with a wide range of community and employer-sponsored resources that can help you balance and manage your life in a more satisfying, healthy manner.



Typical EAP services include:

- ✓ referrals to child care programs and providers.
- ✓ information on adoption.
- ✓ books, tapes and other resources on parenting—from infant care to parenting teens.
- ✓ information on education and tutoring.
- ✓ information on summer activities for children, including camps and summer school.
- ✓ referrals to elder care services, such as adult day programs, meals-on-wheels programs, skilled nursing and other in-home help services.
- ✓ resources on relationships and communication skills.
- ✓ referrals to personal counselors and therapists.
- ✓ information about drug and substance abuse programs.
- ✓ information about alternative work options, such as flextime, compressed work week and telecommuting.
- ✓ information about workplace financial benefit plans that allow employees to deduct pretax dollars from their paychecks and earmark the funds for dependent care expenses.
- ✓ stress management workshops.
- ✓ referrals to legal and conflict resolution services.
- ✓ crisis management services.
- ✓ information about other community resources, such as community centers, parenting groups and recreational activities.

Remember, there are resources to help you handle your responsibilities. When juggling work, family and personal concerns seems too challenging and overwhelming, your EAP program can be of assistance. Call your human resources department for more information.