THE WELLNESS CORPORATION
Building a Better World - One Organization at a Time

Facts About Your Employee Assistance Program

What is this benefit? The Employee Assistance Program or "EAP" is a pre-paid benefit that provides free short-term counseling and referral services to all faculty, staff and household members.

Who Provides the EAP? EAP services are provided through *The Wellness Corporation*, which has been offering help to employees working in a wide range of organizations (with a particular focus on colleges and universities) since 1984. The EAP is staffed by licensed counselors who respond quickly to your request for help in a caring, respectful and confidential manner.

Why would I use the EAP? People seek EAP counseling for help with relationship difficulties, parent-child worries, workplace issues, trauma, alcohol or drug use, domestic violence, or emotional distress... basically any concern, which is a barrier to their health and well-being. Many people consult the EAP just to be reassured that what they are experiencing is a typical response to a concern such as job loss, divorce or the serious illness or death of a loved one. The EAP does not replace or prevent you from accessing the mental health benefits of your own medical insurance.

How often can I use the EAP? You have a **1-3** session model EAP. In other words, you and each of your household members may have up to 3 sessions with an EAP clinician per problem, per year. Often, the EAP counseling sessions are enough to resolve the problem. However, if an employee or household member needs additional services beyond the EAP, your counselor will continue with you, accessing your health care insurance, or will make a referral to an appropriate resource.

If you are experiencing problems with credit card debt or other financial difficulties, the EAP can help you get started with American Consumer Credit Counseling. You will get help recovering your financial health, setting up emergency budgets, negotiating with creditors or considering the personal bankruptcy process.

You may also call for a consult with a financial planner regarding investment strategies, asset allocations, types of mutual funds and insurance products. The financial planner will not try to sell you any financial product and will not suggest any particular stock or mutual fund.

If you have a legal question, the EAP will provide a lawyer for a free telephone legal consultation. If, beyond this consult, you need to see an attorney face- to- face, you will be referred to a local attorney who will offer you a 25% discount off of usual legal fees. This has become a popular benefit and provides help with trusts, wills, small claims, divorce, custody and child support, real estate, consumer complaints and other personal legal issues.

If you have been out on maternity/paternity leave because of a new child in the house, the New Parent Transition Program can help you with planning and preparing for your return to work and can help you develop skills to make that transition as easy as possible.

In addition, ***The Wellness Corporation's* website**, www.WellnessWorkLife.com, will provide you with tip sheets, articles, personal and mental health assessment tools, on-line trainings, financial calculators, and interactive videos. Topics include health and wellness, life balance, financial information, tax forms, legal information, child and elder care, pet care, depression, sleep disorders, and a multitude of other topics, including a home page that changes every two weeks, covering issues that are current or in the news. To access the website, go to www.WellnessWorkLife.com and click "New Members Register Here." Enter: Sarah Lawrence College, create a user name and password, and you're in!

Are these services confidential? Yes! No one will know you use the EAP unless you tell him or her. Information you discuss with an EAP counselor remains private unless you sign a release of information, permitting the EAP to contact a specific person. Only in rare instances does the law require a licensed counselor to notify an outside party. These situations occur when there is a serious threat to self or others or the abuse/neglect of a child, elder or disabled person.

How do I contact the EAP? You just need to call! To schedule an appointment or access services, call *The Wellness Corporation's* toll-free number during regular business hours, Monday -Thursday 8:30 AM- 6 PM and Friday 8:30 AM-5 PM Eastern Standard For emergencies or urgent situations, the EAP is available 24 hours a day, including weekends and holidays.

CALL 1-800-828-6025