

EMPLOYEE ASSISTANCE PROGRAM

What is “EAP”?

EAP stands for Employee Assistance Program. Your employer has contracted with us, Lytle EAP Partners, to provide this program for you. Your EAP provides you and your family with **free** and **confidential** help in dealing with personal problems.

With What Kinds of Problems Can The EAP Help?

Your EAP can help you and your family with most any kind of problem that affects your personal well-being and your ability to perform your job. These include marital or family problems, legal/financial difficulties, balancing work/life situations, emotional or stress related problems, drug or alcohol abuse, or problems related to work.

The EAP provides a counselor who can assess the problem and see to it that you or your family member receives the appropriate assistance.

How Do I Use the EAP?

To get help, just call **1-800-EAP-7272 (1-800-327-7272)**. Professional counselors are available all day, every day. A master's level counselor will answer the call and provide you with help at that time or should you need or want to meet with a counselor; a time will be scheduled that is convenient for you.

Who Pays for EAP Services?

Your employer pays for these EAP services. Sometimes, there may be a need for additional professional services and a referral is made to an outside agency. In such cases, the EAP staff will work with you to find services covered by your health insurance or that you can afford.

Will My Organization Know That I'm Using EAP Services?

Confidentiality is one of the most important aspects of the EAP. Be assured that if you or a family member contacts the EAP directly, no one in your company will know unless you tell them. If, because of your job performance, you are referred to the EAP by your supervisor, no information about your participation will be released without your written consent.

What is “Partners On-Line”?

“Partners On-Line” is a complete collection of web based information and tools that offers content in family and caregiving, health and wellness, emotional well-being, workplace issues, and daily living. Partners On-Line can be accessed through our web address, www.lytleeap.com. Simply click on the tab at the top marked “EAP Employee & Families”, enter password, “**lcg**”, then click on the **work/life program** link. You will have access to information to help you live a healthier lifestyle and improve the overall quality of your life.

PROVIDING
CONFIDENTIAL
HELP WITH
PROBLEMS:

Stress
Emotional
Relationship, Marital
Or Family
Divorce Or Separation
Legal/Financial
Work/Life Situations
Alcohol Or Drugs
Loss Of Loved Ones
Work Related

Call Lytle EAP Partners 24 Hours a Day, Every Day
1-800-327-7272