FACTS ABOUT YOUR EMPLOYEE ASSISTANCE PROGRAM

WHAT IS THIS BENEFIT? The Employee Assistance Program or “EAP” is a pre-paid benefit that provides short-term counseling and when needed, referral services to employees of Williams College and their household members.

DOES IT COST ME ANYTHING? No. Williams College pays for this benefit on your behalf. It is therefore a free service to you and your 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 industries since 1984. Licensed counselors who respond quickly to your request for help in a caring, respectful, and confidential manner staff the EAP.

WHY WOULD I USE THE EAP? People seek EAP counseling for help with relationship difficulties, parent-child worries, work place issues, trauma, alcohol or drug use, domestic violence, or emotional distress… 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 with 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.

CAN THE EAP HELP WITH OTHER SortS OF THINGS? Yes!

- **BUDGET AND DEBT PROBLEMS** … if you are faced with budget and/or debt problems, the EAP will refer you to a non-profit agency, American Consumer Credit Counseling, and will pay the initial fee for this service. American Consumer Credit Counseling has a great deal of experience helping people put together sensible budget plans and providing advice about handling debt problems.

- **NEW PARENT TRANSITION PROGRAM** … provides confidential telephonic or email counseling sessions with a Family Management Coach. Through discussion, self-awareness strategies, and cutting-edge organizational tools, the coach works with the client to craft a family/life plan that will harmonize the particular dynamics of their family and work life and ease their transition back to work.

In addition, articles, tip sheets, videos, health appraisals, wellness assessments, financial calculators and quick reference links can be found at: [www.WellnessWorkLife.com](http://www.WellnessWorkLife.com). First-time users on the Work/Life website will need to register by clicking on the left button to create a User Name and Password…this is only required one time. Your company name is: Williams College. Upon successful registration, you will be granted full access to the site.

HOW OFTEN CAN I USE THE EAP? You have a 1-5 session model EAP. In other words, you and your household members may have up to 5 sessions with an EAP clinician per problem, per year.

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, call The Wellness Corporation’s toll-free number during regular business hours, Monday -Thursday 8:30 AM - 6:00 PM and Friday 8:30 AM- 5:00 PM. We are available 24 hours a day, including weekends and holidays for emergencies.

**CALL 1-800-828-6025**