



Employee Assistance Program (EAP)



An extensive array of counseling and coaching services to help you thrive in life

Improving the Quality of Life™

(800) 356-0845

Your Employee Assistance Program (EAP)

Each of us experiences demands for our time and energy, both on and off the job. The key to balancing it all is having access to the right tools, resources, and support. Your EAP is Personal Assistance Services (PAS). Having PAS is like having your own personal concierge service. PAS provides you with a wealth of confidential, professional services that can help you address challenges and strengthen your work and home life.



If I use the EAP, will it be confidential?

Yes! The EAP is confidential. PAS does not provide access to EAP records to your employer nor will PAS disclose any information to anyone about your participation in EAP services unless you give your specific, written consent to do so (except as required by law).

What counseling services are available?

PAS' master's level licensed counselors provide in-person short-term, solution-focused counseling to assist you and your family members manage life stressors, solve personal or relationship concerns and achieve your goals.

- Marital/relationship strengthening
- Stress management
- Thriving as a parent or grandparent
- Depression and anxiety
- Preparing for work and life transitions
- Life balance and revitalization

- Substance use, addiction
- Anger
- Trauma
- Domestic safety
- Grief & loss
- Resilience building & emotional fitness
- Overcoming loneliness



What life management coaching services are available?

PAS provides telephonic coaching, consultation and life management services to help you answer questions, address challenges, achieve goals and thrive in life. PAS' coaching staff includes, but is not limited to the following licensed/certified professionals: dietitians, health educators, child and elder care managers, professional organizers, attorneys, financial planners, educators, career counselors and more.

Lifestyle & Wellness

- Weight & nutrition
- Personal health
- Tobacco cessation
- Life and well-being



Legal

- Legal information
- Will kit

Financial

- Identity theft
- Money management & finance
- Foreclosure & bankruptcy prevention
- Financial planning and information
- Asset protection



Career & Work

- Career
- Retirement
- Continuing education
- Organization and productivity

Consultation & Resourcing

- Child care
- Education planning
- Elder care coordination
- Care diary
- Financial stress helpline



Family Care

- Parenting
- Household organization
- Elder caregiving
- Child development & education

Who is covered under the EAP?

You and your eligible dependents are covered. Should you have a question about eligibility for services, call PAS at (800) 356-0845, send an email to pasadmin@paseap.com or contact your employer.



What should I expect when I use EAP services?

A PAS counselor will talk with you about your personal situation, answer any questions you have about your EAP benefit and personally arrange services for you. In-person counseling, life and well-being coaching, plus a wide variety of professional services are available. We serve by personally connecting you with experts that can help you improve your life.



What will it cost me to use EAP services?

EAP services are free. The benefit is pre-paid by your employer. Should your EAP consultant suggest a referral to a specialist or longer-term care provider, the referral is made to quality providers with your best interests in mind. If the provider charges a fee, the costs may be covered under your medical plan. It is your financial responsibility to pay for services provided outside of your EAP benefit.



Online Resources

- ▶ **PASWord Express Newsletters**
- ▶ **Informational videos**
- ▶ **Resource Centers**

Make PAS' website (www.paseap.com) your one-stop resource center for information on virtually any life need. Just click on "Resources" on the home page menu.

- Featured resources centers on emotional well-being, finance, health, legal, personal growth, relationships and caregiving
- Quizzes and interactive assessments
- On-line newsletters
- Volunteer opportunities
- eCareDiary™
- Mobile App library



What should I expect when I meet with an EAP consultant in-person or by phone?

Our experts help you to sort out the areas of your life that you would like to improve and then guide you through the process of establishing and following a personal action plan. Our professionals are caring, understanding, and an excellent resource to help you achieve your goals.

Where will my EAP appointments take place?

Day, evening, and weekend appointments are available for in-person counseling and telephonic coaching. You may choose from a variety of convenient locations.



For confidential assistance
24/7/365, call
(800) 356-0845

Visit PAS online at
www.paseap.com

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or visit
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Employee Assistance Program

- Personal, Marital & Family Health & Well-being
- Family Care
- Life Transitions
- Organization & Productivity
- Legal & Financial
- Caregiving
- Education Planning
- Career & Work

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