

◀ Your Employee Assistance Program (EAP)

Each of us experiences demands for our time and energy, both on the job and off. The key to balancing it all is having access to the right tools, resources, and support. The EAP your organization has selected 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.



◀ What counseling services are available?

Our 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 relational concerns and achieve your goals.

- Marital/relationship strengthening
- Thriving as a parent
- Thriving as a grandparent
- Depression
- Anxiety
- Work and life transitions
- Life balance and revitalization
- Addiction
- Anger
- Trauma
- Domestic safety
- Grief & loss
- Job stress management
- Resilience building & emotional fitness
- Overcoming loneliness
- Achieving well-being

◀ What life management coaching services are available?

Our coaching staff includes licensed dietitians, attorneys, certified financial planners, eldercare managers, childcare and education specialists, child development professionals, organizational and time management professionals, health



coaches, tobacco cessation coaches and career coaches. PAS provides telephonic coaching and consultation services to help you answer questions, address challenges, achieve goals and thrive in life.

Lifestyle & Wellness

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

Legal

- Legal information
- Will kit

Financial

- Identity theft
- Budgeting and debt
- Financial planning and information



Career & Work

- Career
- Retirement
- Continuing education
- Organization and productivity

Resource & Referral

- Child care consultation and referral
- Education planning
- Elder care coordination



◀ What will it cost me to use EAP services?

This is a pre-paid benefit funded completely by your employer and free to you and your dependents. There will be no charge for any service covered under your EAP benefit. Should your EAP consultant recommend a referral to a specialist or longer-term care provider, the referral is made to quality providers with your best interests in mind. PAS receives no reimbursement from the outside specialist for making the referral. Your consultant may recommend self-help groups or providers that have sliding scale fees. If the provider charges a fee, the costs may be covered under your medical benefit plan. However, it is your financial responsibility to pay for services provided outside of your EAP benefit.



For confidential assistance, call
(800) 356-0845

Visit PAS online at
www.paseap.com

◀ Who is covered under the EAP?

You and your dependent family members are covered. Should you have a question about eligibility for services, call Personal Assistance Services (PAS) at **(800) 356-0845**, send an email to pasadmin@paseap.com or contact your Human Resources representative.



Employee Assistance
Program (EAP)



Helping you to improve the quality of life
For more information or to make an appointment call

(800) 356-0845
www.paseap.com

Employee Assistance
Program (EAP)



Helping you to improve the quality of life
For more information or to make an appointment call

(800) 356-0845
www.paseap.com

Online Resources

- ▶ *PASWord Express Newsletters*
- ▶ *Informational videos*
- ▶ *LifeTools Resource Center*

Click on the Life Tools button to browse through a vast collection of well organized information:

- Articles, tip sheets, calculators, and check-lists on various work and life-event topics, podcasts, webinars and much more!
- Featured information centers on emotional well-being, finance, health, legal, personal growth, relationships
- Quizzes and interactive assessments
- On-line newsletters
- Mobile App library



Employee Assistance Program

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

(800) 356-0845
www.paseap.com



Personal Assistance Services

Employee Assistance Program

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

(800) 356-0845
www.paseap.com



Personal Assistance Services

▶ *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 should I expect when I call the EAP?*

An EAP 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 connecting you with professionals that can help you improve your life.



rev 1605



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

Our professionals 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. They 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 will have an opportunity to choose from a variety of office locations away from the workplace for in-person counseling.



Personal Assistance Services

For confidential assistance, call
(800) 356-0845

Visit PAS online at
www.paseap.com



Personal Assistance Services

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