

Administered by  
Windward Employee  
Solutions, Inc.

### Key Services

- Immediate access to Help-line 24 hours a day—7 days a week
- One (1) appointment at no cost to you
- Employees and household member are eligible
- All services **Confidential**



### Work/Life Services

- Legal Consultation
- Financial Debt Counseling
- Acupuncture for health related issues



Portage Public Schools recognizes that the health and well-being of employees are instrumental in educating children. We are aware that personal problems or difficulties may detract from your effectiveness. We want to offer our employees the appropriate assistance, so they may fully enjoy personal fulfillment and career satisfaction. To reach this goal, we have established a *Confidential Employee & Family Assistance Program (EAP)*. Participation in the EAP is entirely voluntary on the part of employees and household members. To keep this program confidential, we have contracted with Windward Employee Solutions, Inc. a EAP provider specialist.

#### Who Might Benefit from Using the EAP?

Most of us at one time or another are faced with personal stressors that affect our general well-being. Some of these stressors may include extreme illness, death of a loved one, or divorce, other stressors include; family or marital conflict, alcohol or other substance abuse, emotional problems, financial, legal conflicts, or stress in general. Most of the time you are able to resolve many conflicts on your own, however, there are times that professional assistance is helpful—that's where the EAP can help!

#### How Does the EAP Work?

All that you need to do is call the 24 hour—365 day Help-Line. And talk about your concerns. Often your concerns can be resolved with assistance from the Help-Line counselor. However, If you desire to meet with a counselor or other professional, arrangements will be made to assist in scheduling an appointment for you. In a private meeting a counselor will help you define your situation and assist you in resolving it.. The counselor may assist you throughout resolution or may find it necessary to refer you to another professional resource.

The first (1) session is at no cost to you. If you continue beyond the EAP session or are referred to another professional resource, you will be responsible for any costs for their services. Every effort will be made to find the best resource at the lowest cost to you. Certain costs maybe offset, at least partially, by the District's benefits plan.

#### Is the EAP Confidential?

Your involvement with the EAP is Strictly Confidential and with accordance to the Laws information will not be shared with anyone without your consent. Records of your meetings will not be part of your personnel file or affect your job in any way.

#### Why Does Portage Public Schools Offer the EAP?

The District understands that being human means occasionally having life problems. Sometimes, these problems are too big for any individual to handle alone. The EAP can help you deal with your situation. We offer this resource to help you achieve a healthier life both on and off the job.

For Confidential Assistance Call  
**1-888-381-2192**

Support During Stressful Times