

**H & H Health Associates
Believes . . .**

*We can make a significant contribution
to the well-being of our clients.*

*Health is the product of both physical
and mental factors affecting
productivity and profitability.*

*Fully functioning employees are a
company's greatest asset.*

*In treating our clients and their
families compassionately.*

We will help our clients find answers.

*People are capable of change that can
improve their quality of life.*

*In meeting the changing needs of
business through our pursuit of
continuing education, credentialing,
and licensure.*

*There is a healing partnership between
our clients and ourselves.*

**Your
Employee Assistance
Program**

is provided by



**For Services
Please Call**

1-314-845-8302

or

1-800-832-8302

www.hhhealthassociates.com

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WELCOME

to your

**Employee Assistance
Program**

from

City of

moberly!

What is my Employee Assistance Program?

The City of Moberly, MO believes in the importance and value of the individual and is committed to the interests and welfare of all of our employees. An Employee Assistance Program (EAP) has been provided as a benefit to you and your family.

Your EAP is here to help you and members of your family cope with personal problems. You, your spouse and your dependent children can use this program when you face difficult situations either at home or at work.

Your EAP can help you find solutions to a wide range of personal problems.

How does my EAP work?

Simply call H & H Health Associates when you or a member of your family needs help with a personal problem. EAP counselors are all Masters level, licensed professionals committed to contributing to the well-being of the employees and families we counsel.

When you call, the EAP will help you

arrange an appointment with a counselor at a location away from the worksite.

Occasionally, supervisors may refer an employee to the EAP for job performance concerns. Our goal is to work closely with both you and the EAP to resolve these work-related issues.

To schedule an appointment, call the toll-free number during regular business hours, Monday through Friday. When an emergency arises, call anytime, twenty-four hours a day, seven days a week. Counselors are always available to help you and your family.

What costs are involved?

Counseling services provided by your EAP are free. However, at times, additional resources outside the EAP may be recommended. H & H Health Associates has a network of many excellent resources in the community and they may suggest this as an option. Your counselor will always discuss these costs with you first, as you will be responsible for any costs outside the EAP sessions. Your health insurance plan may cover some of these expenses.

When should I use my EAP?

Everyone has problems from time to time. Most of the time we can work through them ourselves. But when these problems begin affecting life at home or work, it may be time to turn to your EAP. Caring professionals can help with many types of problems, such as:

- ◆ stress
- ◆ anger or grief
- ◆ alcohol and drug abuse
- ◆ marital or relationship concerns
- ◆ parenting
- ◆ work or job performance issues
- ◆ financial or legal referrals
- ◆ depression/suicidal thoughts
- ◆ personal problems

Are the services confidential?

The EAP is committed to safeguarding your confidentiality and right to privacy. All information given to the EAP will be confidential and will not be shared without your prior knowledge, except as may be required by law.

Counseling offices are away from the workplace to help assure you of privacy.