



What is EAP?

- **Employee Assistance Program**
- Your EAP is a member benefit provided by the Vermont Education Health Initiative (VEHI) under the auspices of the Vermont School Board Insurance Trust (VSBIT) to all school employees, regardless of their participation in the health insurance, confidential services, free
- A CONFIDENTIAL benefit, accessible 24/7, all year long
- A resource for information to assist you in dealing with areas of stress in your life, from the practical to the complex
- A starting point for problem-solving with a seasoned EAP professional, whether you have a personal or work-related concern
- Short term supportive counseling, with referrals to other professionals as needed
- A telephone or face to face service – whatever your comfort level, we have an option that will work for you
- Dedicated website with resources and articles that can provide help for coping with stressful situations in your life
- A completely voluntary program

Who is eligible to use EAP?

- You
- Members of your household – spouse, partner, children, roommate, etc.

What types of issues are appropriate for EAP?

- If it is a source of stress or uncertainty to you, it is an EAP issue. If it distracts you during your workday, it is an EAP issue. A call to EAP is always appropriate.
- Examples of issues could include:

Stress	Life transitions
Grief/Loss	Legal difficulties
Relationship problems	Financial stress
Depression	Problem with co-worker
Anxiety	Motivational counseling for
Alcohol/substance	healthy lifestyle changes
dependence	(smoking
Anger	cessation/exercise/nutrition)



What's in it for my employer?

- Through providing employees the EAP benefit, employers are giving a vital resource, while also protecting the productivity of their workplace. If you are stressed and distracted, inevitably your work will suffer, and employers can prevent this by giving you an EAP.

What happens once I contact EAP?

- A call to EAP puts you in touch with Masters or Doctoral level counselors, 24 hours a day. In the case that you reach a counselor's confidential voice mail, you are always given the option to select an immediate connection to a crisis counselor who can listen to you, help you manage your stress, and provide referrals if you'd like to see a counselor.
- You may be satisfied with talking to someone by phone, but you have the option of meeting a counselor in-person and convenient to your location.
- Everything you discuss is completely confidential. EAP professionals adhere to the highest level of ethical standards governed by their disciplines – psychology, mental health counseling, family therapy, etc.
- Once referred to an EAP counselor, you and the counselor will work to define the problem or issue, and assess whether the work will be resolvable short term or require a longer term referral.
- Longer term counseling indications mean that your EAP counselor will work within your insurance plan to find a counselor with an appropriate specialty who can work with you over time toward resolution.

Will my employer or colleagues know I am using EAP?

- EAP is a benefit administered **separately** from your organization. It is a contracted program staffed by mental health professionals obligated by state and federal laws to maintain the confidentiality of their clients and adhere to the ethics of their profession.
- The only information EAP provides back to your employer is through generalized annual usage summaries which have all identifying data removed. Usage is reported in percentages relative to the entire employee base, as are categories of issues. Case details are never shared.

How do I reach out to EAP?

- Call toll free: **1-800-287-2173**
- Or, browse the website for resources at www.investeap.org
password: **vsbit**
- Also, on the site is a 15 minute orientation video that outlines the resources provided by INVEST EAP. Simply go to the website, enter the password and on the lower part of the page you will see a flash presentation named Employee Orientation.

