

## Lehigh's Employee Assistance Program

Life presents us with many challenges both at work and at home on a daily basis. Lehigh employees do not have to face these challenges alone. The *Employee Assistance Program (EAP)* exists to assist employees and their immediate families resolve challenges that affect both work and personal life. That help is only a phone call or a mouse click away. Lehigh has contracted with **Integrated Behavioral Health (IBH)** to administer several programs and services, including the following:

- The *Employee Assistance Program* offers a helping hand. The *EAP* provides confidential assessment and referrals at no cost to full-time employees. The *EAP* can help employees and/or their family members deal with a variety of living/work situations including marital/family relationships, financial or legal problems, mental illness, substance abuse, and conflict resolution. Consultation, referral, and short-term counseling are provided at off-campus locations in the Lehigh Valley. All information is held in strict confidence by EAP counselors. Counselors are available 24 hours a day, 7 days a week, at 1-800-395-1616.
- *Work Life Resources* offers access to information via the phone or internet. A Work Life consultant can assist employees, at no cost, in identifying the types of resources or assistance that best fit their particular needs and situation and which are available in the local community. The consultant may also provide relevant appropriate tip sheets, articles, or guidelines that may assist an employee with a decision-making process. Employees can also find extensive information on issues such as child and elder care, financial planning, health and wellness, life transitions, and many other topics on-line. To access these services, call the toll-free number 1-800-395-1616 or go to <http://www.ibhcorp.com>. At the IBH website, select the *Work Life* tab and then the Work Life Resources link; sign in by entering username: lehigh and password: univ03.
- The *Work Life Resources* web page offers a *Special Features Topic* which focuses on a different topic each month. There are articles and links to a variety of resources that address the featured topic. IBH also sponsors online seminars related to the featured topic.
- IBH offers monthly newsletters for all employees and for employees with supervisory responsibilities. The *FrontLine Employee* and *FrontLine Supervisor* newsletters are posted on the HR website (select [Newsletters](#) from the left-side menu panel).

Examples of some of the information on the *Work Life Resources* web site include:

<b>Topic</b>	<b>Examples</b>
<b>Childcare and Parenting</b>	<ul style="list-style-type: none"> <li>• Adoption</li> <li>• After School Programs</li> <li>• Blended Families</li> <li>• Childcare</li> <li>• Discipline and Safety</li> <li>• Group or Family Day Care</li> <li>• In Home Care</li> <li>• Parenting Education and Support Groups</li> <li>• Single Parenting</li> <li>• Summer Camps</li> </ul>
<b>Older Adult Care</b>	<ul style="list-style-type: none"> <li>• Community Agencies</li> <li>• Hospice Care</li> <li>• In-Home Services</li> <li>• Respite Care</li> <li>• Senior Housing Options</li> </ul>
<b>Issues of Daily Living</b>	<ul style="list-style-type: none"> <li>• Divorce and Separation</li> <li>• Grief and Loss</li> <li>• Legal Problems</li> <li>• Living with a Disability</li> <li>• Relationship Issues</li> <li>• Stress and Overload</li> <li>• Work-Life Balance</li> </ul>
<b>Money</b>	<ul style="list-style-type: none"> <li>• Basic Tax Planning</li> <li>• Budgeting</li> <li>• Credit and Collections</li> <li>• Debt Counseling</li> <li>• Home Buying</li> <li>• Retirement Planning</li> <li>• Saving for College</li> <li>• Savings and Investing</li> </ul>
<b>Work</b>	<ul style="list-style-type: none"> <li>• Career Planning</li> <li>• Communication</li> <li>• Conflicts in the Workplace</li> <li>• Education and Training</li> <li>• Job Stress</li> <li>• Relocation</li> </ul>
<b>Health and Wellness</b>	<ul style="list-style-type: none"> <li>• Adult Health</li> <li>• Child Health</li> <li>• Healthy Living</li> <li>• Senior Health</li> </ul>

In addition, there are special programs that focus on specific topics or areas of interest:

<b>Special Program</b>	<b>Description</b>
<b>Savings Center</b>	A free program for savings of up to 25 percent on name-brand everyday and luxury items.
<b>Learning Center</b>	<i>Life Lessons</i> to improve mental and physical health and relationships at work and at home. Listen, read, assess, and make plans using the information and interactive tools.
<b>Relocation Center</b>	Get inside information on a community. Lists the schools, hospitals, and places of worship near you. Provides statistics on crime rates, cost and types of housing, age, income, and more.
<b>Wellness Center</b>	On-line diet and fitness tool kit that includes recipes, meal plans and shopping lists, food diaries, exercise logs, and much more.
<b>Events</b>	A list of topics for upcoming online seminars. The current list includes: “Use it or Lose It: Keeping Fit as We Age”; Financial Basics: Aligning Lifestyle and Income for Future Security; and The Best Summer Ever.

Don't delay! Take time to become more familiar with the *Employee Assistance Program* and *Work Life Resources* available through IBH!