

HUMAN RESOURCE ASSOCIATES

Bethlehem Central School District EMPLOYEE ASSISTANCE PROGRAM (EAP)

WHAT: Your EAP is a benefit provided by **Bethlehem Central School District** and is a resource to help employees and their families who are facing a problem in their lives. It is designed to assist with marital, financial, personal, relationship, legal, alcohol, drug or any other concern you may want confidential and professional assistance with.

WHO: All employees and their dependents can use the EAP service. When you call Human Resource Associates (HRA EAP), please identify yourself as an employee or dependent of **Bethlehem Central School District**

To schedule a confidential appointment, call the **HRA EAP at (518) 434-1799 X10**. There is **no charge** for your EAP consultations; **Bethlehem Central School District** has taken care of that for you. Once the EAP counselor has made an assessment of the problem, they may refer you for further consultation or counseling. At that point, you would be responsible for any costs not covered under your health insurance plan. .

WHY: Bethlehem Central School District recognizes the cost in training and retaining good employees. That concern and investment compels them to want to retain good people. Through your EAP, we hope you will be able to resolve problems that intrude on your work or in your life. People are the most important asset an organization has, and getting help is important to all of us for our future.

CONFIDENTIALITY: No records or information about your personal problems will be placed in an employee's file. Counseling services at HRA EAP are completely confidential and no information about who uses the EAP is reported to the District.

www.lifehub.com This is a password protected interactive website developed for BCSD employees and family members. Please register for the confidential resource by going to the website or from a link at our website www.hraeap.com. You will be asked for your **KEYCODE** to initially register yourself. Your *keycode* is **Bethlehem**. Once you register, you will create your own password for future confidential log-in.

HRA/EAP App: Download our App on your tablet or smart phone. Search: Human Resource Associates. Free App download.

FOR MORE INFORMATION: Call **HUMAN RESOURCE ASSOCIATES EAP** and speak with any of the professional staff at **(518) 434-1799**. You can also e-mail us at drbob@hraeap.com or see our website at www.hraeap.com.

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