

Employee Assistance Program Guide



What is the Employee Assistance Program?

The Employee Assistance Program (EAP) provides professional help to employees and their household members who are struggling with issues such as:

- emotional difficulties
- stress
- relationship problems
- parent/child/family conflicts
- marital distress
- alcohol/drug problems
- financial & legal

This benefit is administered by Wayne Corporation, a firm specializing in personal counseling. The EAP is provided without charge to you because your employer values each employee. The professional staff at Wayne Corporation believes you are important too, and that is why we pledge confidential, timely, and caring service. When you need us, give us a call.



www.waynecorp.com

How does the Employee Assistance Program work?

As an eligible individual you may contact the EAP directly, and be confident that there are no fees or co-payments for the services provided. If services outside the EAP program are recommended, the EAP counselor will make a referral to the appropriate provider. These situations will be discussed between you and the EAP counselor to ensure an in-network professional or community resource is utilized.

Confidentiality

The right to privacy is one of the most crucial aspects of the program. Whether self-referred or supervisor-referred, your right to confidentiality is respected. To the extent permitted by law, Wayne Corporation will not share any information regarding our client's involvement with the EAP without your written permission.

Telephone Consultation

Individuals may contact the EAP by calling Wayne Corporation at 502-451-8262 or 1-800-441-1EAP between 8:00AM and 5:00PM Eastern time. After hours emergencies are handled personally by one of our professional counselors.

It's free. It's confidential. We can help!



Medical Arts Building, Suite 1166
1169 Eastern Parkway
Louisville, Kentucky 40217
www.waynecorp.com

Phone: (502) 451-8262
Phone: (800) 441-1EAP (1327)
Fax: (502) 456-6968
E-mail: info@waynecorp.com