

# EMPLOYEE ASSISTANCE PROGRAM

## COMMUNICATIONS GUIDE



EAP is a trusted resource that provides employees, and their eligible family members, with access to confidential, no-cost assistance any time they need it 24/7/365.

Some of the top reasons to use EAP include:

- Improving work-life satisfaction.
- Managing stress and anxiety.
- Expanding knowledge of health and well-being.
- Financial matters.
- Legal topics.
- Discounts.

EAP also serves as a resource for management when dealing with complex employee situations, performance issues, and crises.

This guide features the comprehensive selection of digital and print materials available to educate, engage, and empower State of California employees.

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# EDUCATE

These materials and resources provide a general overview of key EAP features and benefits.



## Employee Brochure

A trifold brochure describes program benefits. The brochure includes eligibility criteria, reasons to use EAP, work-life services, and a detachable wallet card that can be kept with other insurance cards for easy reference.



## Posters

Each year, two new posters are sent to departments in the fall and spring. The posters feature different services and include tear-off cards for employees.



## Core Program Flyers

These flyers feature specific areas of EAP including:

- *Appointment Assist*
- *BetterHelp Virtual Therapy*
- *Career Assistance and Student Resources*
- *Child Care and Elder Care Services*
- *Counseling*
- *Lifestyle Coaching*
- *Financial Wellness*
- *Identity Theft Resolution*
- *Legal Services*
- *Living Healthy*
- *Retirement Services*
- *Self-Care Programs*
- *Work-Life Services*
- *Workplace Support Services*



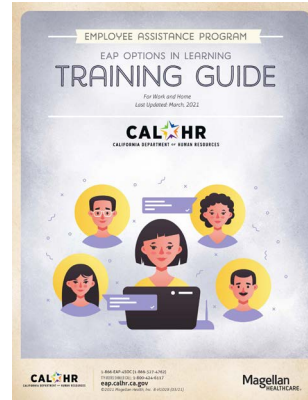
# ENGAGE

These resources provide timely and relevant information to help employees engage with EAP on a regular basis and to help managers support employees.



## Monthly Campaign

A new calendar is developed annually and themed materials include a monthly update, article, EAP poster, wellness poster, and digital signs.



## Options in Learning Training Guide

Training sessions are available for emotional well-being, healthy living, home and family, leadership, working well, and specialty

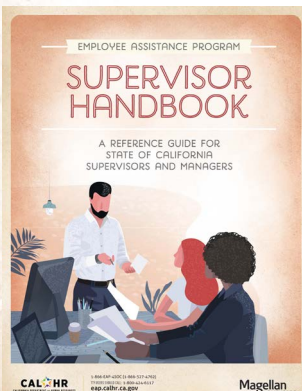
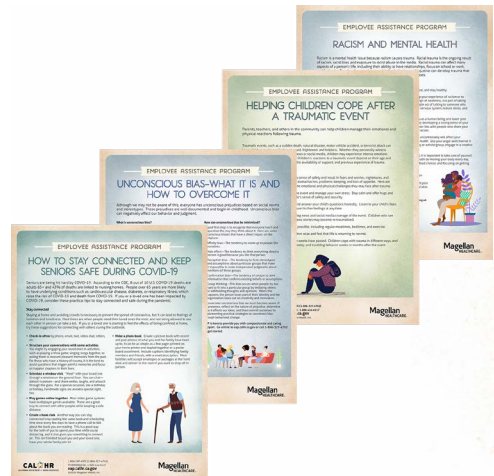
areas. Conducted by subject matter experts, training sessions provide employees with an in-depth learning experience on a variety of wellness topics. Department authorization is required and fees for service apply.

## Awareness Campaigns



Educational awareness campaigns aim to support emotional well-being in the workplace. Topics include:

- BIPOC
- Depression
- Empathy
- Holiday wellness
- Stamping out mental health stigma
- Suicide awareness and prevention



## Supervisor Handbook

A great resource with practical information and techniques to help managers build trusting and caring relationships with employees and maintain optimum workplace performance.

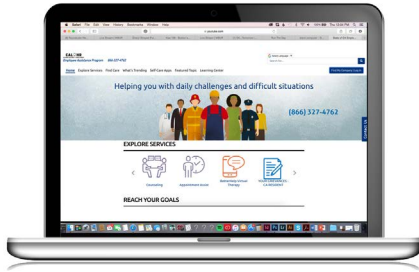
## Special Campaigns

These are developed on an ad hoc basis to address unforeseen events. They include timely and relevant information related to topics such as:

- COVID-19
- Natural disasters
- Traumatic events
- Community unrest

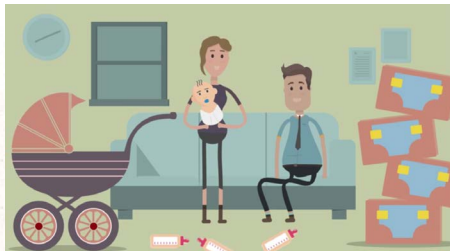
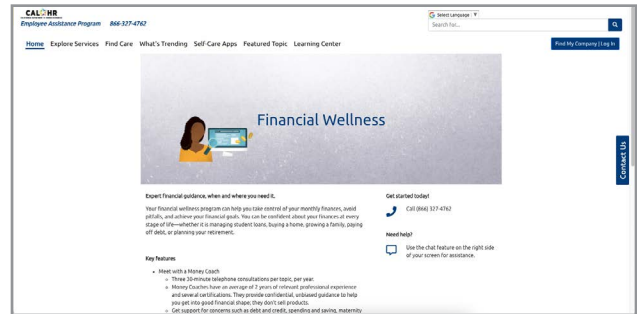
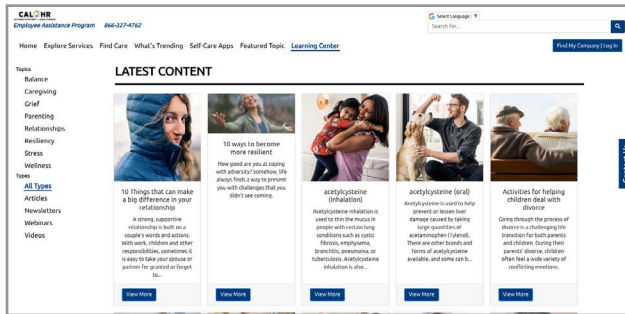
# EMPOWER

Online engagement resources empower employees to take their health and well-being to the next level.



## Member Website

The member website provides a single point of entry to programs and services, educational articles, and timely crisis information. Employees can search for providers and self-guided therapy resources, and Departmental EAP Coordinators can access marketing materials.



## Online Videos and Webinars

Educational videos help employees learn more about different EAP services. Webinars, both live and recorded, cover a variety of emotional well-being and workplace productivity topics.

