

1-877-234-5151

[www.lifeworks.com](http://www.lifeworks.com)

(user id: miamibeach, password: eap)

## Ceridian LifeWorks

A guide to services for employees

### Your Employee Assistance Program can be used in two ways.

Employees or their family members may decide to seek help on their own by calling our toll-free telephone number at Ceridian LifeWorks program headquarters. In addition, managers may suggest to employees who are having problems to call Ceridian LifeWorks.

**The service is free, confidential, and will not be part of your personal record.** If you choose to use the counseling service, no one at work will know unless you tell them.

We follow federal guidelines on confidentiality which direct us to release information only in life-threatening situations and cases of child abuse.

**The professionally trained Ceridian LifeWorks staff is available 24 hours a day, 7 days a week.** In addition to providing help in crisis situations, we can assist in clarifying major issues, develop a plan of action for change, refer you to the best local resource at the lowest cost, and follow up to ensure you are satisfied with the referral. In some instances, problem resolution can be accomplished without outside referral.

Some of the problems Ceridian LifeWorks can help with are:

### Marital and Family Relationship Concerns:

Today's complex lifestyle can cause stress in any relationship. If you are disappointed, upset, or hurt about a major relationship in your life, Ceridian LifeWorks may be a good place to begin sorting through difficulties in a marriage, parent/child relationship, or among significant others and friends.

### Alcohol and Drug Abuse:

Many problems affecting employees, spouses, children, parents, friends, or co-workers can be attributed to abuse of alcohol and drugs. Chemical dependency is a treatable illness. The earlier it is detected, the easier it is to treat. If you have any questions about chemical dependency, Ceridian **LifeWorks** is ready to help.

### Legal Problems:

Divorce, custody questions, child support, driving while intoxicated, or consumer and tenant rights can be quite complex. Ceridian **LifeWorks** will direct you to appropriate legal resources.

### Emotional and Psychological Problems:

Everyone occasionally experiences some emotional difficulties. If these problems persist and begin to interfere with daily living, Ceridian **LifeWorks** can help you find professional guidance.

### Financial Problems:

Inflation, lack of budgeting skills, and credit card abuse can create a financial trap for some people. Ceridian **LifeWorks** can direct you to an appropriate resource to address your financial difficulties.

### Job Stress:

The day-to-day pressures of work can lead to stress, which may manifest itself in physical or psychological symptoms. Ceridian **LifeWorks** can recommend strategies for reducing job stress.

### Other Problems:

Ceridian **LifeWorks** can also help with grief and loss, retirement, or any other life event which may require consultation or assistance.