

# INTRODUCING...

## BETHLEHEM SCHOOL DISTRICT EMPLOYEE ASSISTANCE PROGRAM (EAP)

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### WHAT

Your EAP is a benefit provided by Bethlehem School District and is a resource to help all 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 a Bethlehem School District employee or dependent.

People with drug, alcohol, emotional, marital, family or other problems will receive help from a Human Resource Associates (HRA) counselor. The HRA EAP is a professional counseling organization with over twenty-five years of EAP counseling experience. The HRA EAP office is located at 105 South Lake Avenue, Albany, NY. To schedule a confidential appointment, call the HRA EAP at (518) 434-1799 X10. There is no charge for your EAP consultations; Bethlehem 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. Your HRA EAP understands many of the insurance provider's policies for easy referral transitions.

### WHY

The Bethlehem School District recognizes the value of great employees. Through the 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.

### WWW.LIFEHUB.COM

This is a new addition to the Bethlehem EAP. It is a password protected interactive website developed for the district employees and family members. Please register for the confidential resource by going to the website directly, or from a link at our [www.hraeap.com](http://www.hraeap.com) site. You will be asked for your KEYCODE to initially register yourself. Your key code is BETHLEHEM. Once you register, you will create your own password for future confidential log ons.

### 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](mailto:drbob@hraeap.com) or see our website at [www.hraeap.com](http://www.hraeap.com).