

THE EAP IS CONFIDENTIAL

Your participation and all records kept by the EAP will be held in strictest confidence to the fullest extent provided by law. Unless you request and sign a written release of confidential information, your name and the name of your family will not be made known to the City. Your job security is not placed at risk by your seeking EAP services.

HOW TO MAKE AN APPOINTMENT

Call CALEA at 967-8345 or 1-800-223-7071 and identify yourself as a City employee or family member asking about the EAP. You may call us any time day or night, seven days a week, 365 days a year. If you get our voice mail, please leave word that you would like the EAP counselor to return your call.

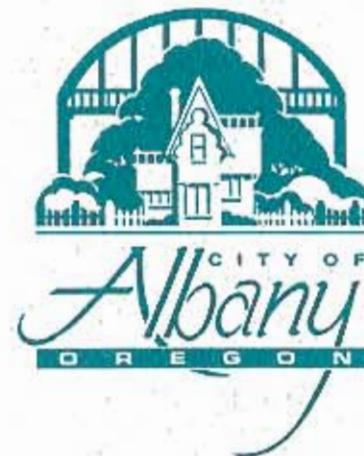
Usually you will be able to see a counselor within 72 hours of the time you phone in and ask for employee assistance. Emergencies are always given top priority. You can be assured of immediate and professional response.



**Calapooia Employee Assistance
300 Ellsworth
Albany, Oregon 97321**

**967-8345
1-800-223-7071**

EMPLOYEE ASSISTANCE PROGRAM



WHY EMPLOYEE ASSISTANCE

All of us are faced with changes. Some changes we choose and others are not voluntary. We all have various levels of stress due to these changes in our lives. At some point or another most of us could benefit from some professional assistance, support or guidance during our more difficult times.

That is why The City of Albany provides an EAP (Employee Assistance Program) to serve all City employees and their families.

This program is designed to assist you in helping yourself and your family through troubling situations.

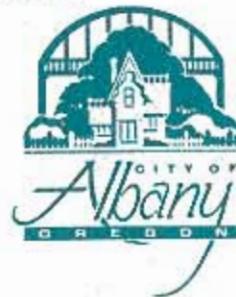
When you feel powerless, confused or anxious, and need someone outside your circle of family and friends to understand and support you in your struggle, your EAP counselor can help.

**PHONE
967-8345**

POSSIBLE COUNSELING ISSUES

A variety of personal and relational issues can often be helped through some type of treatment or counseling:

- Addictions
- Substance abuse
- Issues of adult/children of alcoholics (ACOA)
- Marriage
- Divorce
- Family and step family issues
- Parenting
- Sexuality
- Sexual abuse
- Stress management
- Eating disorders and weight management
- Fear/Anxiety
- Depression
- Suicide
- Personality disorders
- Communication skills
- Time management
- Aging
- Mid-life transitions
- Retirement
- Conflicts at work
- Job burn-out
- Vocational/career directions
- Spirituality
- Death and dying
- Unresolved grief



WHAT AND WHO IS CALEA?

Calapoola Employee Assistance (also known as CALEA) is an independent EAP service based in Albany. CALEA was established for the specific purpose of linking local employees and their families with local mental health professionals so that employer, employees and community all benefit.

NO CHARGE TO YOU

The Employee Assistance Program is free to all employees and their dependents. You will never receive a bill for what we do. The City pays for EAP services.

If you need more services than what the EAP plan covers, and you are referred to another professional or agency, every effort will be made to link you with the most affordable provider. In many cases your insurance plan may cover costs for services outside the EAP. Your EAP counselor will help you sort through your options.