



Dear NCCU Faculty/Staff:

We want to share relevant information regarding our employee assistance program provider for GuidanceResources services, **ComPsych**[®]. Your GuidanceResources benefits will give you and your eligible dependents confidential support, available resources, and pertinent information for your personal and work-life issues. **These services are provided at no charge to you.**

Your GuidanceResources services include:

Employee Assistance Program (EAP) for Confidential Counseling

Life can be stressful. Your EAP is designed to provide short-term counseling services for you and your dependents to help you handle concerns constructively, before they become major issues. Call anytime about concerns such as marital, relationship and family problems; stress, anxiety and depression; grief and loss, job pressures and substance abuse.

Work-Life Solutions

Too much to do, and too little time to get it all done? The work-life specialists at ComPsych can do the research for you, and provide qualified referrals and customized resources for child and elder care, moving, pet care, college planning, home repair, buying a car, planning an event, selling a house and more.

Legal Support

With GuidanceResources, you have an attorney “on call” whenever you have questions about legal matters. Speak with on-staff licensed attorneys about legal concerns such as divorce, custody, adoption, real estate, debt and bankruptcy, landlord/tenant issues, civil and criminal actions and more. If you require representation, you can be referred to a qualified attorney for a free 30-minute consultation and a 25 percent reduction in customary legal fees.

Financial Information

Everyone has financial questions. With your GuidanceResources benefit, you can get answers to your questions about budgeting, debt management, tax issues and other money concerns from on-staff CPAs, Certified Financial Planners[®] and other financial experts, simply by calling your toll-free number.

GuidanceResources[®] Online

Go online to access timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial and free time. You can search for qualified child and elder care, attorneys and financial planners as well as ask questions, take self-assessments and more.

GuidanceResources is available to you 24 hours a day, 7 days a week.

There are two ways to access your GuidanceResources benefits:

1. Call **866.301.9634**. You'll speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require.
2. Visit GuidanceResources Online at www.guidanceresources.com and enter your company ID: **EAGLES**

Management Referrals

Supervisors should speak directly with Maggy Sivansay, our NCCU Employee Relations Consultant for assistance at 530-5144 or msivansa@nccu.edu.

Remember, your GuidanceResources benefits are strictly confidential. Review the included ComPsych HIPAA privacy notice (next page), or please go to www.guidanceresources.com/privacy. We hope that you will take some time to explore all the benefits that GuidanceResources can offer to you.