



# **Your Employee Assistance Program**

*WE ARE HERE TO HELP*

Any day, any time  
with FREE  
confidential support.

*IN-HOUSE EAP*

**240-740-6500**

*EXTERNAL EAP*

**866-496-9599**

Maryland's Largest School District

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

## **BALANCING THE RESPONSIBILITIES**

of work & family can be challenging.  
You might be dealing with an issue that is  
causing you anxiety & concern, or simply  
looking for information on practical matters.



Your Employee Assistance Program provides  
no-cost professional, confidential support on  
many of the issues you deal with in life.

## **WHEN SOMEONE GETS HELP**

with a personal or work concern,  
their job performance improves,  
their home life improves, and

**EVERYONE BENEFITS.**

## How can the Employee Assistance Program help me?

**WE ARE HERE** to provide no-cost personal counseling & work-life services to you & your immediate family members to help manage everyday challenges. These may include:

- feeling under pressure at work
- relationship issues
- coping with grief and loss
- concerns that you or someone you know may be having difficulty with alcohol or drug use
- financial or legal issues
- needing services or resources for an aging parent
- dealing with a challenging supervisory situation & unsure of the best way to manage it

## Here are Your Employee Assistance Program services:

- No-cost confidential, professional counseling
- Support & guidance on legal, financial, family & work issues
- Consultation & coaching for difficult work situations
- Wellness workshops on a wide variety of relevant topics
- Online tools & information to enhance your well-being

## Who will know that I've contacted the Employee Assistance Program?

**NO ONE.** All discussions between you & EAP counselors are confidential. Information about your contact with the EAP will only be released with your written consent, except in situations where there is a significant risk of harm to yourself or others, or in the case of child or elder abuse.

# Who provides the services and supports and what is their contact information?

## In-House EAP:

240-740-6500

(8:30 a.m.-5:00 p.m., year-round)

45 West Gude Drive, Suite 1300  
Rockville, MD 20850

Erica Guiton, LCSW-C, CEAP-  
EAP Specialist

Maxine Marshall, LCSW-C,  
EAP Specialist

Megan Connaughton, LCSW-C,  
EAP Wellness Coordinator

Christina Wang, MS, RD, LDN-  
EAP Wellness Coordinator

Lynn Murray - Secretary

## Contact the In-House EAP for

- Confidential support & counseling (up to 8 sessions)
- Workplace issues
- Crisis incident response
- Supervisor consultation
- Dispute Resolution Program
- Referrals to community providers & resources
- Wellness workshops such as stress management, communication, balancing work/life, etc.
- Legal & financial consultation including union networks that provide member discounts.
- MCPS Caregiver support group

Website: [www.montgomeryschoolsmd.org/departments/eap/](http://www.montgomeryschoolsmd.org/departments/eap/)

## External EAP:

866-496-9599 (toll free)

24 hours a day,  
7 days a week

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

Company Code: MCPS

## Contact the External EAP for

Confidential support & counseling (up to 6 sessions)  
**WORK/LIFE SERVICES** - Resources & referrals to assist with everyday needs. Services include, but are not limited to the following:

Child Care & Parenting	Eldercare	Convenience Services
Daycare & babysitters	Assisted living	Home repairs
Special needs	In-home care & supports	Moving/Relocation
School & summer camps	Community-based resources	Pet care services

## LEGAL & FINANCIAL ASSISTANCE – from a network of attorneys & financial advisors available for guidance

- **Legal Consultation**—Free initial consultation with attorneys who specialize in your specific issue & a 25% discount if you retain an attorney.
- **Financial Consultation** – Free initial consultation with financial specialists providing assistance and recommendations based on your specific needs. Examples: Retirement planning, bankruptcy, college savings, taxes, credit issues & more.

