



April 4<sup>th</sup>, 2013

Dear Employee and Family Members,

The City of Menasha will be changing EAP (Employee Assistance Program) providers. Affinity Occupational Health, Employee Assistance Program (EAP) will become the new provider for this employee benefit as of May 1, 2013.

In today's society we are often faced with many problems including, family or marriage conflicts, emotional concerns, job stress and work related issues, financial worries, legal concerns, dependence on alcohol or drugs, depression, loss of a loved one, parenting questions and concerns, and other personal problems. Knowing where to turn or how to get started can be a problem in itself.

Most of the time employees and families are able to handle life's challenges without outside assistance. Affinity Occupational Health, Employee Assistance Program (EAP) is available to you for those times when you may need additional help. City of Menasha is offering this free and confidential EAP benefit to all employees and their household members/dependents. Benefits of your EAP include:

- Confidential counseling to address a wide variety of issues
- Referrals to community resources
- Three convenient locations including Menasha, Oshkosh, and Chilton (affiliate providers also available throughout the United States)
- Toll-free access to services by calling 800-894-9327
- Flexible appointment times with evening and lunch hour appointments available
- Access to crisis services 24 hours a day, 7 days a week
- Caring and professional staff including both male and female counselors
- Access to interactive EAP web site [www.affinityhealth.org/eap-employee](http://www.affinityhealth.org/eap-employee)

Please call anytime if you have questions regarding your Employee Assistance Program, or would like to schedule an appointment. We are here to help!

**We can be reached toll-free at 800-894-9327**

Please share this letter with any household members and/or dependent that you feel may benefit from this program. *(to be eligible for the EAP benefit you must reside within the employees home fulltime – unless a college student )*

Sincerely,

Employee Assistance Program  
Affinity Occupational Health