

A GUIDE TO YOUR EMPLOYEE ASSISTANCE PROGRAM

Helping you live a more productive life.



How it Works

*Your contract year: 12/1 - 11/30

As a University of Wyoming employee, you and your household members are each entitled to up to **6 counseling sessions per year**, at no cost to you. When you call in for a referral, you can choose to be scheduled for a face-to-face appointment in an area of your choosing (near your office, near your home, etc.) or you may choose to access your sessions telephonically. You may also choose from the MINES network which includes: Ph.D., LMFT, LPC, and LCSW.

The use of your Employee Assistance Program is strictly confidential and available 24/7. We are here to help with the everyday issues that come up in your life, including:

- *Stress*
- *Career*
- *Child and Elder Care*
- *Death and Grief*
- *Anxiety*
- *Financial Problems*
- *Drug/Alcohol Abuse*
- *Eating Disorders*
- *Depression*
- *Legal Referrals*
- *Relationships*
- *Work-Related Issues*

Your Online Benefits



Your online *PersonalAdvantage* page contains thousands of resource articles, self-search locators, interactive online training, wellness self-assessments, and videos. You will also find a wealth of online resources under categories ranging from grief and loss to managing your 401k.

Visit: www.MINESandAssociates.com

Your log-in information is: USERNAME: [uofwy](#) PASSWORD: [employee](#)

Your Financial/Legal Benefits



Each employee is entitled to one initial 30-minute office or telephone consult per separate legal matter at no cost with a network attorney. You also have financial counselors to advise you via telephonic consultations that are between thirty and sixty minutes per issue. Other tools under the MINES financial/legal benefit include mediation, tax consultation and preparation, and "Do-it-Yourself" legal forms and document preparation.

Visit: www.MINESandAssociates.com

Your log-in information is: USERNAME: [mines](#) PASSWORD: [associates](#)

Your Work/Life Concierge Services



We know how difficult balancing work and family can be. For everything from finding the right dependent care providers for your children or elderly loved ones, to knowing where to find a good pet sitter, our work/life concierge services are here to help. Call into MINES for unlimited referral services to help you plan in advance and find the right provider for your needs and circumstances.

This guide is for informational purposes only. Call MINES for specific information about benefits, limitations, and exclusions.

800.873.7138 | www.MINESandAssociates.com

