



National Small Business Employer* **EMPLOYEE ASSISTANCE PROGRAM**

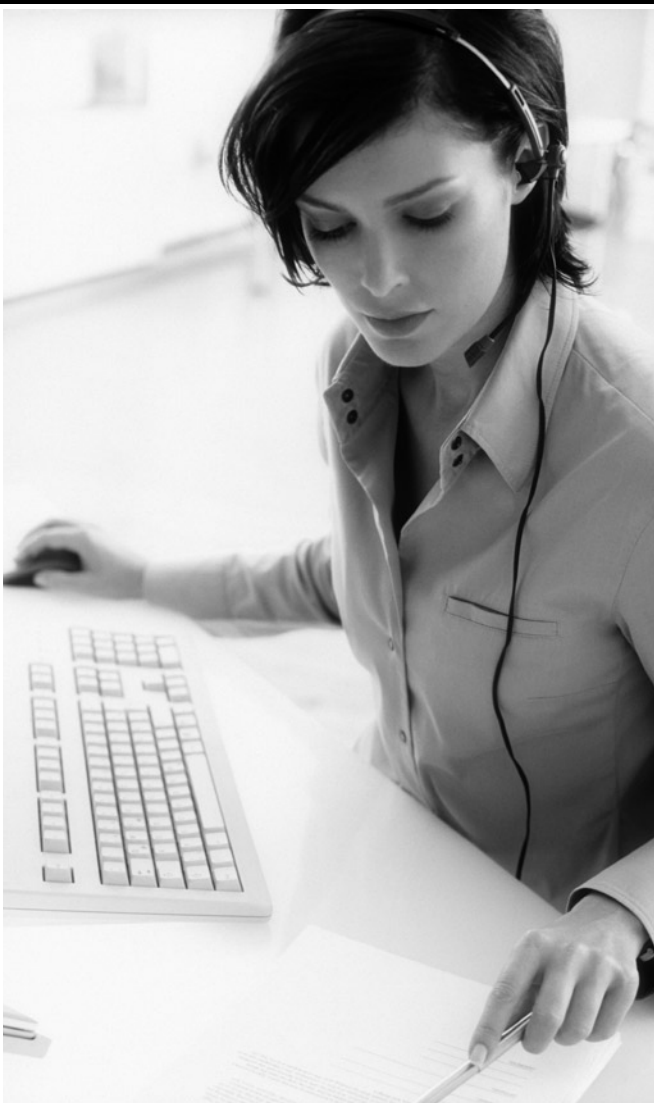
EMERALD PROGRAM

EMPLOYEE SERVICES

- Employee Orientation
- Wellness Seminars
- Assessment/Referral
- Short Term Counseling
- Workplace Reintegration
- Return to Duty Conferences
- Emergency Service
- Newsletter Articles
- Client Satisfaction Follow-Up
- Household Members Included
- Unlimited Child and Eldercare Referrals
- Unlimited Legal Referrals
- Unlimited Phone Information on Financial Issues
- Use of EAP for Financial Sessions
- On-Line Web Services for Work/Life
- Drug-Free Workplace Training

MANAGEMENT SERVICES

- Unlimited On-Line EAP Supervisor Training
- Unlimited Conflict Resolution
- Unlimited Management Consultation - includes HR Website access
- Assessment of Behavioral Risk (1)
- Supervisory Coaching
- Advisory Services for Policy Writing and Implementation



TRAINING: All seminars, training, and workshops may be videotaped to be used by the client. Unlimited EAP supervisor training is included separate from the two training hours for orientation and wellness hours. Travel and related expenses would be paid for by the client.

ORGANIZATIONAL PSYCHOLOGY SERVICES: Organizational development and/or team building interventions and training are available at a fee of \$350 per hour. Breakthrough projects are available on a contract fee basis.

* Excludes California and New York



24 hour service for emergencies

www.minesandassociates.com



For an appointment call: 800-873-7138 or 303-832-1068

GOLD PROGRAM

All of the Emerald Program services are included in Gold Program services plus the following:

FINANCIAL AND LEGAL SERVICES: one initial thirty-minute office or telephone consultation per separate legal or financial matter such as divorce, contract dispute, budget planning, and IRS problems. In addition, the employee receives a minimum of 25% discount for additional legal or financial services. Unlimited legal/financial referrals.

CHILD/ELDERCARE SERVICES: Concierge services for childcare and eldercare provide employees with the tools to pre-screen providers prior to investing time and energy in face-to-face meetings. We will also provide information on questions to ask, information to request from the provider, problems to be aware of and regulatory agencies to contact if necessary plus other related material.

PRICING

	Emerald Program	Gold Program
1-3 Session Model	\$3,850 per year	\$4,750 per year
1-5 Session Model	\$4,950 per year	\$5,850 per year



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CRITICAL INCIDENT SUPPORT SERVICES (CISS)

Critical Incident Support Services (CISS) is available for both Emerald and Gold Program Services and is divided into two categories:

- 1. On-Scene Support** - When a critical incident is so distressing that employees and managers begin to react immediately, the CISS team (one to two clinical persons per team) may need to go immediately to the scene. This intervention is considered to be "emotional first-aid." This is billed at a separate cost of \$350 per hour.
- 2. Process Groups** - This is an informational support group used for discussion of feelings and reactions in relation to the incident. Coping strategies are provided. Training hours may be used for these groups or they can be done at a rate of \$250 per hour.



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