



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 – KEPRO

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 & 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

(8:30am-5:00pm, 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, LMSW -
EAP Wellness Coordinator

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

Lynn Kim - Secretary

Website: www.montgomeryschoolsmd.org/departments/eap/

Contact the In-house EAP for

- Confidential support & counseling (up to 8 sessions)
- Workplace issues
- Critical 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

External EAP: KEPRO

866-496-9599 (toll free)

Contact the External EAP for

24 hours a day,
7 days a week

www.EAPHelplink.com

Company Code: MCPS

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 the 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.