
EAP & Tuition Assistance

Employee Assistance Program

Employees of ASU have access to a free and confidential Employee Assistance Program (EAP) through Integrated Behavioral Health. When you feel pressure from everyday problems like work-related stress or family issues, the EAP can help you get emotional, legal and financial direction. No issue is too big or too small - and there's no extra cost to you.

You and your family can contact an EAP counselor by phone anytime, day or night. Counselors can:

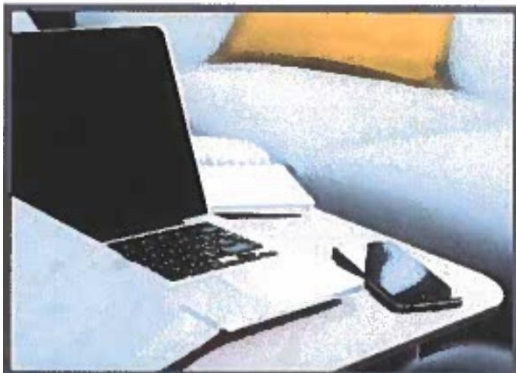
- Give unlimited telephonic counseling
- Arrange for up to three face-to-face visits with a counselor, if you need it
- Connect you with professional resources such as financial advisors and lawyers
- Help resolve ID theft situations

Online resources provide a wealth of tools at your fingertips:

- Tips on handling difficult life events and a depression screening tool
- Parenting information and child/elder care provider finder
- Financial tools to help you plan for major purchases or life events
- State-specific online wills and a legal library

Contact Integrated Behavioral Health counselors 24 hours a day, 7 days a week at 1-800-386-7055 or log onto the website at www.ibhworklife.com.

Username: Matters | Password: wlm70101



Continuing Your Education

Continuing your education can be an asset in many ways. Balancing classes with full-time work can be challenging, but try these tips for organization and time management that can help you succeed.

- Be open at work; let your manager and co-workers know about your class schedule and educational goals
- Keep a planner and prioritize your time (for both work and study time)
- Use break time efficiently to get class work completed
- Don't be afraid to ask for help
- Most importantly, take care of yourself

Tuition Assistance

Full time employees may be eligible for tuition assistance through Alabama State University. If eligible, one three hour course and fees are waived per semester. Half of tuition is waived for an employee's spouse and/or dependents. **The waiver request is due prior to or at the time of course registration.** If you are awarded Multiple funds (federal, scholarship, etc.), no refund will **be paid** to the employee or dependent of the employee.