

<b>Type: General Correspondence</b>	<b>ID Number: GC 161</b>
<b>Date: March 20, 2009</b>	<b>Subject: Employee Assistance Program</b>

**Suggested Audience:**

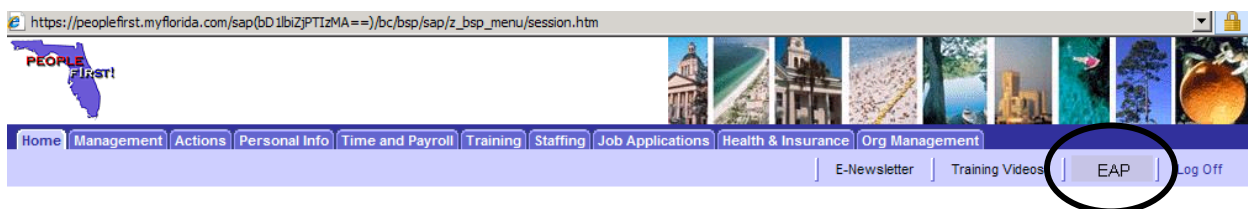
Personnel Officers

**Details:**

Horizon Health, provider of the State of Florida Employee Assistance Program (EAP) services, has updated their website with the following tools for you and your managers and employees:

1. **Coping with Job Loss** – A guide for employees and their family members who may have lost their jobs to cope with the various stages of grief that may present during this difficult time.
2. **Managing after Downsizing** – A guide for managers detailing what to expect and how to handle a workforce that has been downsized.
3. **EAP Financial Workbook** – A resource designed to help employees determine current financial standing, identify the resources and options available, and help begin the process of taking control of their financial life.
4. **Managing Organizational Risk During a Reduction in Force (RIF)** – A PowerPoint Presentation that identifies an organization’s risks and their warning signs during a RIF and how to manage them.
5. **Utilizing Your EAP as a Resource for RIFs** – A guide to how EAP can be an important resource to help increase retention as well as decrease risk for your organization during a RIF.
6. **Customer Satisfaction Survey** – Beginning Monday, March 23, 2009, a survey will be offered to all employees who call the EAP 800 number (1-800-860-2058). At the end of the call, employees are asked if they would like to take a satisfaction survey. If they choose yes, the survey can be mailed or e-mailed to them. They can also access the survey on the Horizon Health EAP website: ([www.MyFlorida.com/MyEAP](http://www.MyFlorida.com/MyEAP)). The employee can then mail or e-mail the survey results back to Horizon Health.

As you may already know, a link to the Horizon Health EAP website is located on the People First homepage.



You can also access the website directly at [www.MyFlorida.com/MyEAP](http://www.MyFlorida.com/MyEAP).

\*University employees, retirees, and other “benefits only” participants are not covered in this program.