



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
100 N. Stewart Street, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov

MEMORANDUM
HR#09-14

January 15, 2014

TO: All State Employees

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM ORIENTATION

As part of our commitment to you, the Division of Human Resource Management is presenting orientation meetings to provide you with an opportunity to obtain a greater understanding of your Employee Assistance Program (EAP) benefits. Your Employee Assistance Program benefits through GuidanceResources® provide you and your dependents confidential support, resources and information for personal and work-life issues.

The orientations will cover:

- Why do we have this program?
- Confidentiality
- Typical reasons why people call GuidanceResources®
- What will happen when I call for services?
- Confidential consultation on personal issues
- Legal information and resources
- Financial information, resources and tools
- Information, referrals and resources for work-life needs
- Online information, tools and services

Orientation meetings have been scheduled in Carson City and Las Vegas. Additionally, a [recorded orientation](#) is available for those that cannot attend the scheduled meetings. The orientations are anticipated to take approximately 45 minutes.

Administrative leave is approved to attend an orientation meeting. However, an employee's request to attend must be pre-approved by his or her supervisor to be eligible for administrative leave. If you wish to attend one of the live orientation meetings, please enroll in a meeting in [NEATS](#) (*Training* tab) as seating is limited. If you do not have access to the NEATS system, contact Carrie Hughes (775) 684-0111 or cphughes@admin.nv.gov, to enroll in an orientation meeting.

ORIENTATION MEETINGS SCHEDULE

Type	City	Location	Date	Time
Meeting	Carson City	State Library and Archives Building – 100 N. Stewart St., 1 st floor, Carson City, Conference Room A/B (State Training)	March 11, 2014	8:30 am
Meeting	Carson City	State Library and Archives Building – 100 N. Stewart St., 1 st floor, Carson City, Conference Room A/B (State Training)	March 11, 2014	10:30 am
Meeting	Carson City	State Library and Archives Building – 100 N. Stewart St., 1 st floor, Carson City, Conference Room A/B (State Training)	March 13, 2014	1:30 pm
Meeting	Carson City	State Library and Archives Building – 100 N. Stewart St., 1 st floor, Carson City, Conference Room A/B (State Training)	March 13, 2014	3:30 pm
Meeting	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 st floor, Las Vegas, Room 1412	March 19, 2014	1:30 pm
Meeting	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 st floor, Las Vegas, Room 1412	March 19, 2014	3:00 pm
Meeting	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 st floor, Las Vegas, Room 1412	March 20, 2014	8:30 am
Meeting	Las Vegas	Grant Sawyer Building – 555 E. Washington Ave., 1 st floor, Las Vegas, Room 1412	March 20, 2014	10:30 am

Please remember that GuidanceResources® is available to you 24 hours a day, 7 days a week.

There are two ways to access your GuidanceResources® benefits:

1. Call **(888) 972-4732**. You will speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require.
2. Visit [GuidanceResources® Online](#) and enter your company ID: **STATENV**

If you have any questions, you may contact Carrie Hughes at (775) 684-0111 or via e-mail at cphughes@admin.nv.gov.

LE:cph/tp