

Dear National Staff:

We are pleased to inform you that the United Church of Christ continues to offer employees and their immediate family the benefit of the EASE@Work Employee Assistance Program.

Available to you and your dependents are the services of qualified professionals who can assist in dealing with a wide variety of issues and concerns such as:

- |                        |                          |                              |
|------------------------|--------------------------|------------------------------|
| * Stress               | * Parent-child relations | * Single parenthood          |
| * Alcohol Abuse        | * Drug abuse             | * Concerns involving elderly |
| * Marital issues       | * Divorce adjustment     | * Legal issues               |
| * Financial planning   | * Budgeting              | * Depression/Anxiety         |
| * Nutritional Coaching | * Smoking Cessation      | * Retirement Coaching        |

Employee assistance services are provided on a strictly **private and confidential** basis. The only information issued to our organization is of a statistical nature regarding the number of cases and hours of service provided; no names are released.

The United Church of Christ pays the cost of EASE@Work help for employees and dependent family members! We feel this offering is an investment in your health and productivity, as well as an important benefit for you and your family. It is also our interest to focus on prevention and to be supportive of your needs at home and at work, which, ultimately, affects your well being and ability to balance work and home life.

EASE@Work Employee Assistance Services is accessible to you and your dependents 24 hours a day with weekend or evening counseling appointments available throughout Northeast Ohio and nationally. You may access this service by calling, or directly accessing many of the services on the web.

**Call EASE at:**  
**216-241-3273(EASE) or 1-800-521-3273(EASE)**  
**Visit EASEy Access at**  
**<http://www.easeatwork.com/EASEy>**  
**User ID: UCC National Password: EASE**

Please share this letter with your dependents. Assure them that the program is strictly **voluntary, confidential, private, and pre-paid**. We all have very busy lives that demand our attention. Between work and family, it is sometimes difficult to find the time to take care. Please know that assistance is available to you when you need it and are ready to make that call!

Sincerely,

Alisa Lewis  
Human Resources Director