



General Overview of Employee Assistance Program (EAP)

An EAP is a counseling and referral service designed to assist employees and their families in overcoming personal problems. St. Vincent EAP counseling staff is comprised of professionally trained and licensed clinicians. They are trained to deal with a wide variety of situations and will offer professional support and direction to help you find a resolution to any challenge that you are facing. Visits are made confidential to your employer unless otherwise communicated from you directly.

This benefit is offered at no cost to you. For short-term counseling, you will have up to seven free, one hour sessions available per each incident. When scheduling an appointment, identify yourself as an employee or a family member of an employee of Zionsville Community Schools.

To schedule an appointment call (317) 338-4900.

Locations in the Indianapolis area:

St Vincent Stress Center

8401 Harcourt Road
Indianapolis, IN 46260

Hours:

Monday 8 a.m. – 8 p.m.
Tuesday 8 a.m. – 6 p.m.
Wednesday 8 a.m. – 6 p.m.
Thursday 8 a.m. – 7 p.m.
Friday 8 a.m. – 5 p.m.

St. Vincent Carmel - Professional Building

13450 N. Meridian Street, Suite 352
Carmel, IN 46032

Hours:

Monday 12:30 p.m. – 7:30 p.m.

St. Vincent Stress Center

13914 E. State Road 238, Suite 302
Fishers, IN 46037

Hours:

Tuesday 11 a.m. – 5 p.m.

South Location

5524 S. Emerson Avenue
Indianapolis, IN 46237

Hours:

Thursday 1 p.m. – 7 p.m.

West Location

8311 W. 10th Street
Indianapolis, IN 46234

Hours:

Tuesday 2 p.m. – 7 p.m.

St. Vincent Employee Assistance Legal and Financial Services

All Zionsville Community School employees and eligible family members are entitled to receive the Legal and Financial Services. St Vincent EAP contracts with CLC Incorporated for these services.

LEGAL

- One initial thirty-minute office or telephone consultation per separate legal matter at no cost with a network attorney.
- If the member wishes to retain a participating attorney after the initial consultation, they will be provided with a preferred rate reduction of 25% from the attorney's normal hourly rate.

MEDIATION/ARBITRATION

- One thirty-minute office or telephone consultation per separate legal matter at no cost with a network mediator.
- In the event that the member wishes to retain a participating mediator after the initial consultation, they will be provided with a preferred rate reduction of 25% from the mediator's normal hourly rate.
- Typical matters may include divorce and child custody, contractual and consumer disputes, real estate and landlord tenant, car accidents and insurance disputes, etc.

DOCUMENT PREPARATION

- Each member is entitled to a telephone consultation at no cost with a legal document preparation counselor.
- For members who cannot afford the traditional legal system or choose not to retain an attorney, Document Preparation provides a self-help "non-attorney" legal document preparation service for documents such as: divorce, Wills, Power of Attorney and many others.
- Qualified members receive a 10% discount on these services and pay their provider directly.

FINANCIAL

- Each member is entitled to a no-cost telephonic consultation with a CLC in-house financial counselor. Telephone consultations are generally limited to between thirty and sixty minutes per issue.
- Additional tax services beyond the initial consultation will be billed at a rate discounted by 25% from the provider's normal fee.
- Local referrals are available for more complex financial planning issues-(fees for local financial planning services beyond an initial 30-minute consultation, are the responsibility of the member.)

LEGAL AND FINANCIAL WEBSITE

- Each member shall be provided with unlimited access to the St. Vincent EAP website where they will find:
 - Information on 2,000 topics
 - 5,000 financial forms
 - 45 financial calculations

The website address is: <http://www.clcmembers.com>

Login user id is: stvincent and the password is legal

Call 1-800-541-9701, Option 1 for **legal and financial services**.

Call 1-800-544-9412 or 338-4900 for **counseling services**.