

EMPLOYEE ASSISTANCE PROGRAM

GETTING ORGANIZED

In today's fast-paced world, getting and staying organized can be challenging. While it takes time and effort to organize life's affairs, planning for the future and knowing where important documents are can be a lifesaver when the unexpected happens.

Being organized can give peace of mind. Whether it's a routine matter such as needing a car title in order to sell a vehicle, or something unexpected such as a tax audit, having a system in place to locate or keep important records saves time and effort and decreases stress.

The Employee Assistance Program (EAP) offers guidance on how to identify, obtain, and organize important documents such as:

- Birth certificates
- Life insurance policies
- Titles to property
- Tax records
- Social Security cards
- Wills
- Passports
- Stock certificates and other holdings

Employees who do not have easy access to important documents or have misplaced them can contact the EAP's legal consultation services for help. The program offers up to a 60-minute telephone or face-to-face consultation with an attorney on most legal concerns (with the exception of legal consultation regarding employment matters). The 60-minute offering is available for one consultation per legal topic each year. For services beyond the 60 minutes, state employees and eligible family members receive a preferred discount rate of 25 percent off the normal hourly fee.



CALHR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

EMPLOYEE ASSISTANCE PROGRAM

1-866-EAP-4SOC (1-866-327-4762)
TTY USERS SHOULD CALL: 1-800-424-6117
www.eap.calhr.ca.gov

Scheduling a Legal Consultation

Call today and ask for legal services or go online at www.eap.calhr.ca.gov.



Log on to www.eap.calhr.ca.gov today!

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