



# UNIVERSITY HEALTH CENTER

## **Faculty Staff Assistance Program (FSAP)**

### **STATEMENT OF UNDERSTANDING**

The FSAP provides assessment, short term confidential counseling services, and referrals as needed to all faculty and staff. Services are available for all UMD full time, part time and contractual employees. Services provided are the same for both self-referred and supervisor-referred employees. Services are also provided to family members of employees on a space available basis.

#### **Fees**

Sessions within the FSAP are offered at no cost to the employee or family members. If specialized services are needed beyond the allotted 10 session model, the FSAP counselor will provide assistance in locating appropriate resources in network with your insurance provider.

#### **Privacy**

Information concerning the use of the FSAP will not be given to anyone outside the FSAP without your permission unless required by law. MD state law requires that the FSAP staff assume responsibility for reporting to appropriate parties instances when a person is a danger to him or herself, to others, or when child or vulnerable adult abuse /neglect is involved.

#### **Self-Referrals**

If an employee or family member initiates a request for assistance, no one will be notified of the employee's use of FSAP service without written permission from the employee/family member. A signed consent form will be provided for all requests for release of information.

#### **Supervisor Referrals**

If a supervisor initiates the referral of an employee as the result of a performance discussion, or as a result of a fitness for duty including a substance or alcohol related concern, the supervisor will be notified whether or not the employee has kept the appointment with the FSAP counselor and whether or not the referred employee is following through with the recommendations made by the Counselor. Supervisors should not rely on whether or not the employee has participated in the FSAP when reevaluating their performance. The only criterion to be used should be the job performance itself.

#### **Voluntary Participation**

Use of the FSAP is completely voluntary. It is the employees decision whether to use (or not to use) the services available. In some cases, as noted above, your supervisor may suggest participation in the FSAP; however, the FSAP is not a mandatory service.

**I have received a copy (if requested) of this information.**

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**Signature**

**Date**