

Faculty & Staff Assistance Program

*Your Personal
Resource*

We're Here to Help

- Counseling
- Assessment
- Consultation
- Referral

Phone: 732/932-3020, ext. 4010

Fax: 732/932-8642

Email: fsap@rci.rutgers.edu

Web: <http://uhr.rutgers.edu/workwell>

You may call to make an appointment between 8:30 a.m. and 4:30 p.m. or email anytime. All requests for appointments or calls for information are confidential.

24-hour service is available for crisis and emergency contact.

Location:

Faculty and Staff Assistance Program

University Human Resources

Rutgers, The State University of New Jersey

Administrative Services Building II

57 U.S. Highway 1

New Brunswick, NJ 08901



THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

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Rutgers, The State University of New Jersey, is dedicated by law and by purpose to serving all people on an equal and nondiscriminatory basis.

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The State University
of New Jersey





Are you feeling stressed? Unhappy at work? Having trouble balancing the demands of your job with your family's needs? As an employee of Rutgers, The State University of New Jersey, you have a valuable resource right here on campus that can help you with these and other problems.

The Faculty and Staff Assistance Program (FSAP) provides comprehensive counseling and referral services to the university community. Through its collaboration with other university and community agencies, FSAP promotes a supportive and harmonious workplace and recognizes your individual challenges and needs as a Rutgers employee.

All administrative staff and faculty and their immediate families are eligible for our free, confidential services. Our counselors can help you with any problem—personal or work-related—that is interfering with your contentment and performance at work or with your well-being in general. This can include problems such as dealing with the

loss of a loved one, conflict with coworkers or your supervisor, substance abuse, family pressures, or financial difficulties. If we can't help you with your specific problem, we will refer you to a professional who can, and we will do our best to find one who is conveniently located as well as accepted by your health insurance program.

We also offer collective counseling for staff groups or departments when they are facing a shared crisis such as the death of a coworker, inappropriate behavior in the workplace, crime, or workplace transition. FSAP develops and presents workshops that can be tailored to the unique needs of a specific unit within the university community.

Confidentiality: A Matter of Trust

The conversations you have with our counselors are completely confidential.* No one—not your supervisor, family members, or anyone else—has access to the information you discuss with your counselor unless you specifically give written permission for that information to be shared.

If you do not want your coworkers or supervisor to know you are speaking to a counselor, appointments can be made during lunch hours or breaks. Counselors will make every effort to accommodate your schedule. If you are uneasy about coming to our office, in some cases we will arrange to meet with you at a location in which you are more comfortable.

* There are very few exceptions to this policy. FSAP's ethical code follows the guidelines of the Employee Assistance Society of North America, a professional organization that sets standards for similar programs across the country. Please see our web site (<http://uhr.rutgers.edu/workwell>) for FSAP's complete Confidentiality Statement and Policies, or call our office (732/932-3020, ext. 4010) for more information.