



For Managers: Your Faculty & Staff Assistance Program

What is the Faculty & Staff Assistance Program?

The FSAP is provided by ComPsych® Corporation and offers counseling, legal and financial consultation, work-life assistance and crisis intervention services to employees and their dependents free of charge.

Why provide an FSAP?

The FSAP offers counseling, guidance and tools for emotional, financial, legal and other issues. Helping employees and their dependents ensures that these issues don't spill over into the workplace and harm productivity or morale.

Is the service confidential?

Yes, the FSAP is strictly confidential. No information about participation in the program is provided to the employer.

Why should managers use the FSAP?

The FSAP is a referral resource when an employee expresses concerns over or suffers performance problems due to a personal issue. As a manager, it is not your job to be a professional counselor or best friend. The FSAP can handle that for you.

Here when you need us.

Call: 866.615.3047

TTY: 800.697.0353

Online: [guidanceresources.com](https://www.guidanceresources.com)

App: GuidanceNowSM

Web ID: UCRFSAP

Why might an employee or his/her dependents use the services of the FSAP?

There are many reasons for employees to take advantage of these services, including when they:

- Are feeling overwhelmed by balancing work and family
- Are experiencing stress, anxiety or depression
- Are dealing with grief and loss
- Need assistance with child or elder care
- Have legal or financial questions
- Have concerns about substance abuse for themselves or a dependent

Under what circumstances might a manager refer an employee to the FSAP?

All employees can experience personal difficulties that can impact their performance at work. As a manager, you can suggest the FSAP to an employee as a confidential resource provided at no charge.

What happens when employees call the FSAP?

When employees call, they will speak with a GuidanceConsultantSM, a master's- or PhD-level counselor who will collect some general information and will talk with them about their needs. The GuidanceConsultantSM will provide the name of a counselor who can assist them.

Can employees' children use the FSAP?

Yes. The FSAP is a confidential benefit for employees and their household family members.