

# Rutgers Faculty and Staff Assistance Program

## *Confidentiality Statement and Policy*

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### **Confidentiality Statement**

The conversations you have with our counselors are completely confidential. No one, including your supervisor, family, or anyone else, has access to 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 particularly 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.

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### **Confidentiality Policy**

The policies of the Rutgers Faculty and Staff Assistance Program follow the ethical codes of the Employee Assistance Society of North America, a professional organization that sets standards for similar programs across the country. Those standards ensure that the information shared with the FSAP counselor is confidential. Employers, administration, supervisors, personnel/coworkers, family members, law enforcement officials, and others have no access to any employee's record without the written permission of the employee. The exceptions to this rule of confidentiality are as follows:

1. If it appears to the counselor that there is a likelihood of danger to the health and safety of the client or another individual, or if there is a likelihood of the commission of a felony or violent misdemeanor, it is the counselor's duty to warn the appropriate other(s) involved.
2. Counselors are mandated by state law to report to the Division of Youth and Family Services any suspected child abuse or neglect, abuse of the elderly, or abuse of a disabled adult.
3. If an employee discloses the habitual use of alcohol and/or other drugs, the FSAP counselor will assist in arranging a medical leave of absence for treatment of this condition, if needed. The specific condition for a leave of absence will not be conveyed to the employee's supervisor or any other person. The personnel record will only reflect the fact of a medical leave of absence. The employee's supervisor will be notified by human resources only that the employee is taking a medical leave of absence.
4. Disclosure of theft or stealing of any property of Rutgers University will be reported to the Rutgers University Police Department.

5. If an employee is involved in behavior that appears to be either dangerous or abusive to him/herself or others, it is the counselor's duty to disclose this behavior to the appropriate supervisor.
6. Information will be disclosed when such disclosure is compelled by a court order or government agency, which has the legal authority to require such a disclosure.
7. When an employee is directly referred by his/her supervisor to the FSAP, the supervisor will be told whether the employee has kept their initial appointment. No other information is disclosed to the supervisor without a written release from the employee, or as specified in the above conditions.

An FSAP counselor may consult with professional counselors, psychologists, and other specialized or service personnel within the FSAP or the community in order to help an employee deal with his or her concerns. Confidentiality is maintained in these contacts.

I have read the preceding Confidentiality Policy of the Rutgers Faculty and Staff Assistance Program and understand it. I have had an opportunity to discuss this Confidentiality Policy with an Employee Assistance Counselor and to have all my questions answered. I understand this policy and voluntarily consent to FSAP assessment and counseling under all of its conditions.

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Signature

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Date

**Rutgers Faculty and Staff Assistance Program**

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