



University Faculty and Staff Assistance Program (UFSAP) Policy 1.35 Office of Human Resources

Applies to: Faculty and staff

POLICY

Issued: 07/01/2001
Revised: 10/01/2001
Edited: 09/06/2002

The Ohio State University provides an employee assistance service to faculty, staff, and their eligible dependents through the Office of Human Resources, [University Faculty and Staff Assistance Program \(UFSAP\)](#). Eligible dependents include spouses, children, domestic partners, and children of domestic partners. This benefit is provided because work performance can be negatively affected when employees experience difficulty in various areas of their lives either at work or outside of work (e.g., social, legal, financial, family/relationship, drug and alcohol abuse, stress, poor communication, dealing with others on the job).

There is no job action risk as a result of seeking UFSAP assistance. Information pertaining to medical or behavioral problems will not jeopardize current or future employment status, nor will any party discriminate against an individual for seeking UFSAP services and/or treatment due to a referral from UFSAP. However, seeking UFSAP services or obtaining treatment subsequent to an UFSAP referral will not protect an employee from corrective action where the individual's job performance or conduct warrants such action in accordance with University policies and rules.

POLICY GUIDELINES

I. Services

- A. UFSAP provides services to all current regular and temporary faculty and staff members and their eligible dependents at no cost to the individual.
- B. UFSAP services include brief counseling, support, and information, as well as a complete assessment of the issues in order to refer the employee to appropriate service providers for the best assistance.

II. Scheduling Appointments

- A. Employees attending their first session with UFSAP will be able to be released from work with pay for up to two hours. The granting of such time off is limited to one occasion in any one calendar year. This time must be approved by the supervisor at a mutually agreed upon time. For subsequent scheduled sessions, the employee will arrange appointments outside of the work schedule, or request use of appropriate accrued leave (e.g., vacation, sick leave, compensatory time). Medical certification may be required when sick leave is requested.
- B. Employees who wish to utilize UFSAP services without the knowledge of their supervisor may schedule the appointment outside of normal work hours, or use vacation or compensatory time. Medical documentation is not required for the use of vacation or compensatory time.

III. Records

- A. UFSAP client records are considered medical records, not subject to public records requests, and are maintained separately from employee personnel files.
- B. UFSAP services are confidential unless:
 - 1. The client gives written permission to share specific information with specific individuals.



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2. The client threatens to harm self or others.
3. The client discloses physically injuring another individual.
4. The client reveals information pertaining to physical abuse or sexual abuse of a vulnerable individual (minor, geriatric adult, or otherwise physically/mentally-impaired individual).
5. There is a court order to release specified case records.

PROCEDURE

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For information regarding procedures, contact the [University Faculty and Staff Assistance Program](#) (UFSAP) .

RESOURCES

For consultation:

- [University Faculty and Staff Assistance Program](#) (UFSAP) 614-293-2442