



FACULTY *and* EMPLOYEE ASSISTANCE PROGRAM

Most of the time we can handle life's difficulties on our own. However, sometimes the problems may seem a little overwhelming, and we don't know where to turn. Your employer has provided employees with the Faculty and Employee Assistance Program for just such times.

Personal problems, if not addressed, often not only disrupt our personal lives but also our ability to perform well on the job. Here are some common questions you might have about this service.

What Is The Faculty and Employee Assistance Program (FEAP)?

FEAP is a free, confidential resource to help address personal issues. FEAP will work with you to develop a "plan of action" to resolve the problems before job performance is affected. FEAP can help you find solutions that will enable you to cope with problems and enjoy life, both at home and at work more fully.

Who May Use FEAP?

Employees and their family members are eligible to use FEAP services. Often, when one family member is experiencing some difficulties, it affects other family members as well. A family member can call FEAP directly to access services.

FEAP will work with you to develop a "plan of action" to resolve the problems before job performance is affected.

How Does FEAP Help?

Seeking assistance for a personal problem is often very difficult, but it is a very positive step to help improve the quality of your life. FEAP consultants are all licensed professionals in the field of mental health. The FEAP staff is experienced in dealing with such issues as marital or relationship problems, child/adolescent issues, eldercare, substance abuse, depression, job related stress and others.

Does Using FEAP Affect My Job?

No record of your contact with FEAP will be provided to your employer without your written consent.

If your job performance is significantly affected, your supervisor may recommend FEAP to you as a resource for you to use to resolve any personal problems so that work performance can return to acceptable levels. FEAP is a voluntary program, and the choice whether to use FEAP or not is always yours. Using FEAP does not influence the disciplinary process in any way.

How Does The Program Work?

It's easy!! The first step is to call the FEAP office and schedule an appointment with a FEAP consultant at a time that is convenient for you. At the initial appointment, you will meet with the consultant for an assessment of your situation. You and the

consultant will work together to develop a plan to address the problem areas. At times, a few sessions with the FEAP consultant may be all that's needed.

If additional resources are needed,

FEAP will provide you with several options. If further counseling is recommended, the FEAP consultant can provide recommendations on what professionals in the community may be best suited to meet your needs.

If additional referrals are made, you are responsible for any fees. Generally, at least part of the cost is covered by your medical insurance plan. The FEAP consultant will work with your insurance company to ensure that you obtain a quality referral in the most cost effective way. The FEAP consultant will follow up with you to make sure you are satisfied with the services.

What About Confidentiality?

Confidentiality is the cornerstone of FEAP. Only you and your consultant will know of your involvement with the program, unless you give written permission or when mandated by law. The FEAP consultant will discuss the issue of confidentiality fully with you prior to or at your first appointment.

COMMON FEAP CONCERNS

Personal/Emotional Concerns

Stress
Anxiety
Depression
Midlife Transition
Grief/Loss
Suicidal/Homicidal Thoughts

Family Issues

Parenting Concerns
Blended Families
Behavioral/Emotional Issues
Communication Problems
Separation/Divorce Transition
Domestic Violence

Eldercare Consultation

Individual Consultation
Long-term Care Planning
Community Resources

Legal Services

Family
Civil
Wills/Estates

Job Related Issues

Performance Issues
Conflicts With Peers Or Supervisors
Career Concerns
Work/Life Balance

Workplace Services

Supervisor/Faculty Consultation
Critical Incident Management
Conflict Resolution
Workplace Mediation
Violence In The Workplace

Alcohol/Drug Problems

Personal and/or Family
Other Compulsive Behaviors

Other Referrals as Appropriate to Specialized Services

FEAP CONSULTANTS



Rebecca Mason
RN, CNS, CEAP
(434) 924-0048
*Addictions, crisis/trauma,
stress management*



Ida Perea, MSW, LCSW
(434) 982-1764
*Disability, finances, grief
and loss, eldercare*



Mary Sherman, LCSW, CEAP
(434) 924-1727
*Coaching, balancing work and
home, domestic violence*



Brenda Wilson, LCSW, CEAP
(434) 924-5483
Eldercare, work/life, parenting



Director
Owen McKenzie, ACSW, CEAP
(434) 924-8140
*Couples, substance abuse, grief and loss,
life adjustments, and management*

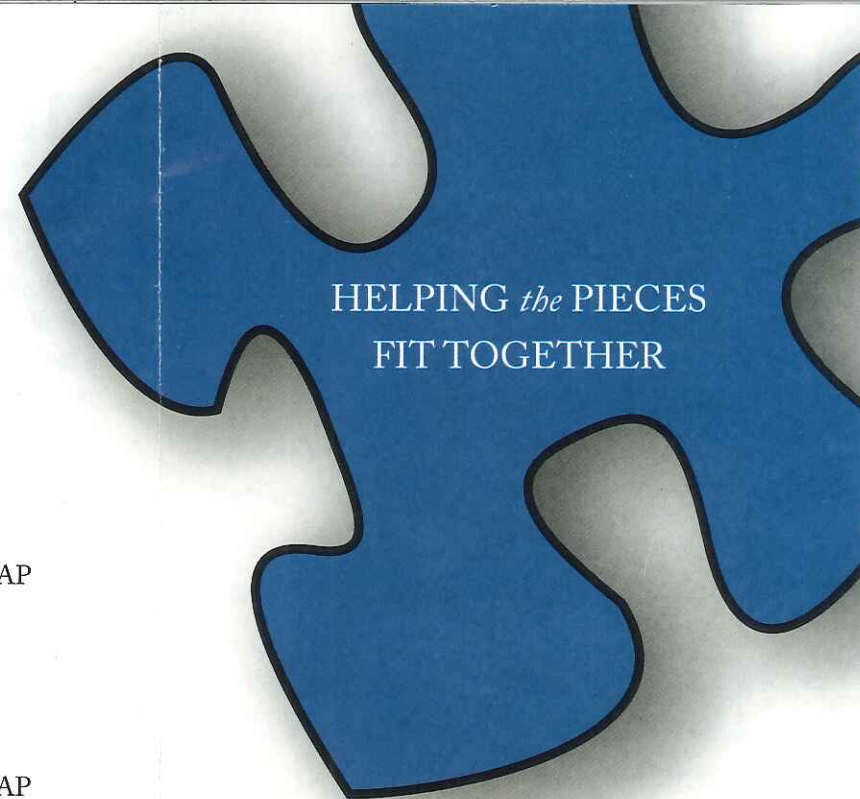
HOW DO I CONTACT FEAP?

FEAP can be reached by calling:

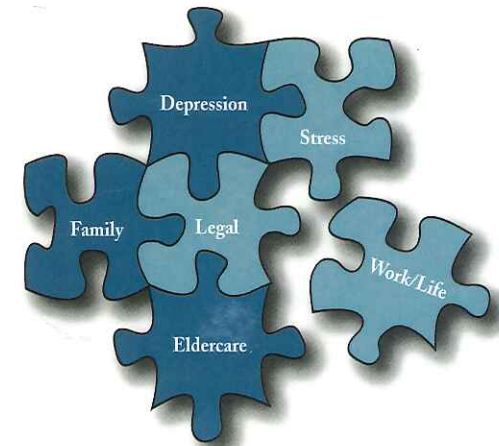
telephone: 434-243-2643

toll free: 800-847-9355

<http://www.uvafeap.com>



HELPING *the* PIECES
FIT TOGETHER



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The University of Virginia
The University of Virginia Health System