

POLICY 4233  
EMPLOYEE ASSISTANCE PROGRAM

The district recognizes that a wide range of problems not directly associated with job functions can have an effect on job performance. Employee problems can stem from emotional disorders, alcohol or other drug dependency, family or marital problems, financial problems, or societal pressures and changes. The district is concerned with job performance, including attendance, conduct and productivity during employment hours.

It is recognized that many personal problems can be successfully treated or resolved if assistance is offered at an early stage and referral is made to an appropriate form of assistance.

The district will offer an Employee Assistance Program (EAP), which will serve as a practical and constructive mechanism for dealing with employees' personal problems that may affect the work situation, or as an aid to those employees and their family members who voluntarily wish to use the program as a means of resolving personal problems.

The purpose of the EAP is to improve the quality of human life. It has the potential to help marriages, families and possibly even save lives. Other benefits include: increased productivity, improved work quality, decreased turnover, more favorable public opinion, greater employee identification with the district, improved morale and cost savings to the district.

The program will operate within the following guidelines:

1. The decision to request or accept assistance through the EAP is the voluntary and personal choice of the individual employee.
2. Voluntary self-referred employees or family members seeking assistance will be able to do so with anonymity and confidentiality.
3. Job security will not be jeopardized by a request for or acceptance of help through the EAP.
4. Referrals to the EAP agency can be by self-referral, family referral or supervisory referral.
5. The EAP will function through a district EAP resource person and a contracted community agency that will provide services under the EAP concept. The superintendent of schools shall appoint the EAP resource person.
6. The EAP does not alter existing contractual provisions, work rules or disciplinary procedures. It serves as a supplementary program to offer appropriate assistance to those who need or desire it.
7. Where necessary, sick leave shall be granted for treatment or rehabilitation on the same basis as other health problems. Leave without pay shall also be considered when determined to be necessary.

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CROSS REF.:     4221     Alcohol and Drug Free Workplace  
                  4260     Personnel Records  
                  4362     Employee Discipline  
                  Employee Handbook

ADMINISTRATIVE REGULATIONS:   None

AFFIRMED:       April 21, 1991

REVISED:        June 27, 2000  
                  September 23, 2014  
                  October 28, 2014  
                  March 28, 2017

RULE 4233

EMPLOYEE ASSISTANCE PROGRAM GUIDELINES

1. Employee Assistance Program Personnel Appointment and Duties
  - a. The Superintendent of Schools shall appoint an Employee Assistance Program (EAP) resource person. The duties of the EAP resource person will include coordinating and publicizing the program, providing information to employees, and maintaining liaison with the agency awarded the EAP contract.
2. EAP Referrals
  - a. Self-Referral
    - i. An employee or member of an employee's family who desires information about the program or consultation may speak to the EAP resource person or may contact the contracted EAP agency directly. Self-referral information will be kept confidential. No identifying information will be made available to the administration unless requested by the employee. No record of self-initiated contacts with the EAP agency will be made in the individual's personnel file.
  - b. Supervisory Referrals
    - i. The immediate supervisor will refer individuals to the EAP where there is either:
      1. Sub-standard work performance or attendance on the part of the employee and the employee is unwilling or unable to rectify the situation.
      2. A particular on-the-job incident which indicates the need for disciplinary action and/or professional assistance.
    - ii. Supervisory referrals shall include a conference with the employee. The conference should be restricted to the issue of the work situation or particular incident.
    - iii. The employee retains the right to accept or reject involvement in the program.
    - iv. If the employee accepts involvement in the program, the supervisor will assist the employee in making contact with the EAP resource person or the contracted EAP agency.
    - v. An employee's future evaluations will be made strictly upon performance and will not be affected by whether the employee was enrolled in the EAP.
    - vi. Nothing in this section shall limit the Board's right to take disciplinary action against an employee in any manner consistent with District policy.
    - vii. Job performance and attendance records will continue to be documented in the employee's personnel file. The only EAP information that will be entered into the individual's personnel file will be the fact that a supervisor's referral for assistance has been made.
  - c. Family Referral
    - i. A member of the employee's family may self-refer and/or refer the employee to the EAP.
    - ii. Family referrals will be treated as self-referrals in regard to confidentiality as stated in section B-1b above.