

400.6L EMPLOYEE ASSISTANCE PROGRAM POLICY**I. PURPOSE:**

To recognize that a wide range of problems not directly associated with one's job function can have an effect on any employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, neither the efforts of the employee nor the supervisor have the desired effect of resolving the employee's problems, and unsatisfactory performance persists over a period of time, either constantly or intermittently. The purpose of this policy is to establish an Employee Assistance Program to deal with employee problems in a constructive manner.

II. POLICY:

This School District believes it is in the interest of the employee and the employee's family to provide an employee service which deals with such persistent problems. Therefore, it is our policy to handle such problems within the following framework:

- A. The District recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and referral is made to a care provider. This applies whether the problem is one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, legal problems, or other concerns.
- B. When an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation either alone or with normal supervisory assistance, this is an indication that there may be some cause outside the realm of his/her job responsibilities which is the basis of the problem.
- C. The purpose of this policy is to assure employees that if such personal problems are the cause of unsatisfactory job performance, they will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.
- D. Employees are assured that their job, future and reputation will not be jeopardized by utilizing this employee service.
- E. Employee's problems causing unsatisfactory job performance will be handled in a forthright manner within the employer's established health and personnel administrative procedures and all records will be preserved in the highest degree of confidence.
- F. In instances where it is necessary, time off will be granted based on existing

policies for treatment or rehabilitation on the same basis as is granted for ordinary health problems. (Consideration could be given for the use of annual leave without pay.)

- G. Employees who have a problem which they feel may affect work performance are encouraged to voluntarily seek counseling and information on a confidential basis by contacting the designated employee assistance program coordinator.
- H. Employees referred through the program by their supervisor may be required by the employee assistance program coordinator to secure adequate medical, rehabilitative counseling, or other services as may be necessary to resolve his/her problem.
- I. It will be the responsibility of the employee to comply with the referrals for assessment of his/her problem and to cooperate and follow the recommendation (s) of the diagnostician or counseling agent. An employee's continued refusal to accept diagnosis and treatment will be handled by dealing with the job performance problem according to normal disciplinary procedures.
- J. Since the employee work performance can be affected by the problems of an employee's spouse or other dependents, the program is available to the families of our employees as well.

III. PROCEDURE:

- A. Employees who have personal or family problems which can adversely affect job performance are strongly encouraged to voluntarily utilize the employee assistance program by contacting the designated resource person.
- B. If an employee's job performance or attendance is unsatisfactory, it will be called to his/her attention per the regular procedure.
- C. If unsatisfactory performance or attendance continues, the supervisor will discuss the problem privately with the employee.
- D. The supervisor will not delve into personal problems to try to find the cause(s) of unsatisfactory job performance. This is the responsibility of the trained, professional resource person. If it appears that the employee cannot or will not improve his/her performance or attendance to a satisfactory level, the supervisor will refer the employee to the designated resource who is well trained to diagnose problems and secure help.
- E. If the employee accepts the offer of help and the job performance or attendance problems improve to a satisfactory level, no further action will be taken.
- F. If the employee refuses the offer of help and job performance or attendance problems continue, regular disciplinary procedures will apply, up to and including termination.