

POLICY 8.12 EMPLOYEE ASSISTANCE PROGRAM

ADOPTED: FEBRUARY 1, 2013

REVISED:

A. PURPOSE

The objective of the Employee Assistance Program ("EAP") is to assist and retain valued employees and reduce the potential for difficulties in the workforce stemming from employees' needs and difficulties which otherwise may not be addressed. Problems of a personal nature can have an adverse effect on an employee's job performance. Most personal problems can be dealt with successfully when acknowledged and referred to an appropriate counselor or resource person. The purpose of the Employee Assistance Program is to provide services through appropriate arrangements with outside resources. The program is intended to afford help in the broad range of human problems such as emotional/behavioral, family and marital, alcohol and/or drugs, financial, legal and other personal problems. The program provides problem assessment, short term counseling and referral services. Costs for these services are covered by the employer. If costs are incurred for additional services not covered by insurance or other benefits, those costs will be the responsibility of [the employee].

B. POLICY

1. The policy applies to all employees of the District, who receive full benefits, regardless of job title or responsibilities.
2. The program is available to employees or their families on a self-referral basis. Employees or family members who have personal problems and may benefit from assistance are encouraged to use the program.
3. Participation in the program will not jeopardize an employee's job security, promotional opportunities or reputation.
4. All records and discussions of personal problems will be handled in a confidential manner as other medical records. These records will be kept by the designated counseling resource and will not become a part of the employee's personnel file. The District will not be informed of matters discussed unless the employee requests.
5. When work related performance problems are not corrected in response to supervisory attention, the supervisor should consider whether the employee should be encouraged to seek assistance to determine if personal problems are causing unsatisfactory performance. Performance problems which persist will be dealt with corrective action or discipline as appropriate.
6. Personal problems are not a justification for lower performance requirements. A reasonable toleration period may be established as part of a work plan of accommodation after an employee has sought help through the program upon recommendation of counselor.

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7. It is the responsibility of all managers to utilize the program as appropriate to assist in resolving job performance problems which result from identifiable personal problems.
8. Sick leave may be granted for treatment or rehabilitation on the same basis as is granted for ill health. Consideration may be given for the use of leave without pay.
9. This policy does not alter or replace other policies or terms of labor agreements.