

PORT EDWARDS PUBLIC SCHOOLS

Board of Education Policy

EMPLOYEE ASSISTANCE PROGRAM

Recognizing that employees and their families can develop personal social issues that may jeopardize their health, family structure, or employment, the district has established an Employee Assistance Program (EAP) to help employees and their family members receive timely assistance to overcome such problems.

The district:

1. Views as remediable, personal/social issues, difficulties in daily living such as alcoholism and other drug dependencies and abuse, marital or family distress, emotional distress, the impact of disability and chronic disease on individuals and families, family violence, separation, divorce, and others.
2. Encourages early identification of such problems and use of appropriate assistance resources in the community.
3. Shall operate the EAP in compliance with state and federal regulations regarding confidentiality and assure employees careful consideration and an offer of assistance to help them deal with such problems in a confidential manner.
4. Shall assure employees that job security or promotional opportunities will not be jeopardized solely because they seek such assistance or because they refuse to seek it.
5. Shall offer the services of the EAP to the employee's immediate family members.
6. Shall coordinate the program with applicable personnel practices.
7. Shall keep employees and their families aware of the program through EAP staff memos and/or supervisory notification.

Employees may seek help on their own initiative or supervisors may ask employees to obtain assistance because of persistent job performance problems. To seek assistance, employees may contact a supervisor, the school nurse, or school counselor.

LEGAL REF.: Drug Free Workplace Act of 1988
34 CFR Part 85, Subpart F (Regulations Implementing Drug Free Workplace Act)
Americans With Disabilities Act of 1990

CROSS REF.: 522.1, Drug Free Workplace
523.3 – Rule, EAP Guidelines

Adopted: 11/04/91

Reviewed:

Revised: 05/09/05

EMPLOYEE ASSISTANCE PROGRAM - GUIDELINES AND REFERRAL PROCESSES

The following guidelines and referral processes shall be adhered to:

A. General Guidelines

1. The supervisor, school nurse, or school counselor shall facilitate only and shall facilitate free of charge. Employees or family members shall be responsible for any payment required for services provided by community resources. A number of services may be covered in whole or in part under an employee's health insurance coverage.
2. The EAP does not prevent supervisors from taking appropriate disciplinary action in dealing with performance problems. The program does require that supervisors extend to employees an offer of assistance in dealing with performance problems.

B. Referral Processes

1. Self-Referral
 - a. Employees with personal problems are encouraged to seek assistance on their own initiative before their health or job performance is adversely affected. Employees can discuss their difficulties, on a confidential basis, with their supervisor, the school nurse, or school counselor.
 - b. If a specific problem is identified, a school counselor is responsible for suggesting a community resource that can provide services for that type of concern. If no specific problem is identified, a school counselor is responsible for suggesting the use of a local assessment and referral service. School counselors can help employees arrange to obtain services from community resources. School counselors shall also follow up with employees to make sure they gain access to the services.
2. Supervisory Referral
 - a. When an employee's job performance fails to respond to supervisory input (e.g. verbal instructions, written job instructions) the supervisor should encourage the employee to contact a school counselor before disciplinary action is required.
 - b. If disciplinary action becomes necessary, the supervisor would concurrently encourage the employee to contact a school counselor. The purpose of this contact would be to determine the need for EAP services. Use of the EAP may prevent further deterioration in job performance and additional disciplinary action.