

## **Policy 426    EMPLOYEE ASSISTANCE PROGRAM**

### **I.     PURPOSE**

The purpose of this policy is to recognize that a wide range of problems can have an effect on an employee's job performance. In most instances, the effect on job performance will be negligible so that no remedial action will be necessary. In other instances, normal supervisory assistance will serve as motivation to resolve the problem so that the employee's job performance will return to an acceptable level. In some cases, however, neither the efforts of the employee nor supervisor have the desired effect of resolving the employee's problems and unsatisfactory performance persists. In these cases, the school board believes it is in the interest of the employee, the employee's family and the district to provide an Employee Assistance Program (EAP).

### **II.    GENERAL STATEMENT OF POLICY**

- A. Employees are assured that if there is an indication that personal problems may be the cause of unsatisfactory job performance, the employee will receive an offer of assistance to help resolve such problems in an effective and confidential manner through participation in the EAP provided by the school district. Such problems may be physical or emotional illnesses. The cause may stem from alcoholism and/or chemical abuse, financial, marital, vocational, family, legal problems, or other concerns.
- B. Employees who have a problem they feel may be affecting work performance are encouraged to seek counseling and information on a voluntary basis by directly contacting the EAP provider.
- C. Employees may be referred to the EAP by their supervisors when job performance is unsatisfactory.
- D. In instances where it is necessary, sick leave may be granted for treatment or rehabilitation on the same basis as is granted for ordinary health problems.
- E. It will be the responsibility of the employee to comply with the referral for diagnosis of his or her problems and to follow the recommendations of the EAP professional.
- F. Employees are assured that their employment status will not be jeopardized because they voluntarily utilize the EAP or if they are referred for diagnosis and treatment, accept the diagnosis, and respond to treatment.
  - 1. If the employee refuses to follow through on an EAP referral, refuses to accept diagnosis and treatment or fails to respond to treatment, and the result of such refusal or failure is that job performance continues to be substandard, regular procedures for substandard job performance issues will be followed. Such procedures may include disciplinary action and/or termination of employment.
- G. Because employee work performance can be affected by the problems of an employee's spouse or dependents, the program shall also be available to the families of Independent School District #659 employees.

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School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota