

EMPLOYEE ASSISTANCE PROGRAM

523.3

A. Introduction:

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

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 the District EAP Coordinator or any other District employee who has been trained as a Resource Coordinator. An employee may, on his or her own, contact the appropriate community resource service.

B. Employee Assistance Policy

The School District of Phillips as a matter of policy regarding the operation and use of the EAP:

1. Views as remediable personal problems, difficulties in daily living, alcoholism and other drug dependencies and/or abuse, marital or family distress, emotional distress, 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 resources in the community.
3. Assures employees careful consideration and an offer of assistance to help them deal with such problems in a confidential manner.
4. Operates this program in compliance with federal regulations regarding confidentiality.
5. Assures that employees' job security or promotional opportunities are not jeopardized solely because they seek such assistance or because they refuse to seek it.
6. Offers the services of the program to the employees and their immediate family members.
7. Keeps employees and their families aware of the program.

C. Program Description

An informal network of staff who help other staff with personal problems already exists among employees. Some of these staff members, most recommended by their peers, have been or will be recruited to serve voluntarily as Resource Coordinators.

Staff selected to serve as Resource Coordinators represent a cross-section of position levels and types employed by the School District of Phillips. They are formally designated and specially trained to help co-workers confidentially obtain help to resolve personal problems.

The EAP and the Resource Coordinator facilitate only and there is no charge for their services. Employees or family members are responsible for any payment required for services provided by community resources. A number of services may be covered in whole, or in part, under the employees' health insurance program.

The Employee Assistance Coordinator has the responsibility to implement and sustain the Employee Assistance program throughout the School District.

D. Referral Process:

1. Self-Referral:

Employees with personal problems are encouraged to seek assistance on their own initiative before health or job performance are adversely affected. Employees can discuss their difficulties, on a confidential basis, with any one or the Resource Coordinators.

If a specific problem is identified, a Resource Coordinator may suggest community resources that provide services for that type of problem. If no specific problem is identified, the Resource coordinator may suggest use of the Counseling and Personal Development Center, Inc. for a broad-brush assessment. Coordinators can help employees arrange to obtain services from community resources. They also will follow-up with employees to make certain they gain access to the services.

2. Supervisory Referral:

Supervisors continually monitor employee job performance. When a job performance problem is identified, the Supervisor will follow the disciplinary process as outlined in Board policy or in labor agreements. The Supervisor may remind the employee of the availability of the EAP and encourage the employee to contact a Resource coordinator. The purpose of this contact would be to determine the need for EAP services. The contact may be offered

as an alternative to discipline although it does not prevent supervisors from taking appropriate disciplinary action in dealing with performance problems. Use of the EAP may prevent further deterioration in job performance and additional disciplinary action.

Goals of an Employee Assistance Program

School District of Phillips has initiated an Employee Assistance Program with the following goals established:

1. To encourage the earliest possible diagnosis, treatment and other appropriate help in all situations where employee well-being, health and/or job performance have been affected.
2. To coordinate in-house and community-helping services so that, when possible, employees seeking help can benefit from the best combination of appropriate helping and therapeutic services.
3. To help employees attain and/or maintain their full potential on the job.
4. To reduce the economic costs to the employer and to the employee of persistent personal problems.
5. To add to the constructive options that management, labor, and employee services have in addressing job performance, health, and safety in the work place.
6. To improve overall labor and management relations in the area of employee personal problems.

The program will seek to achieve these goals in a manner compatible with School District objectives, policies, and procedures and will utilize existing community resources as much as possible. The privacy and rights of the employees will be fully protected.

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