

523.4 EMPLOYEE ASSISTANCE PROGRAM

The Board of Education recognizes that employees with personal or emotional problems often find successful job performance increasingly difficult. The Board of Education approved the Employee Assistance Program (EAP) which is designed to provide assistance in the early identification of problems followed by appropriate referral to professional resources. The Board of Education hopes that this will help prevent job performance deterioration, or help the employee return to satisfactory job performance.

For an EAP to be effective, and in the best interest of the employee, the following criteria should be met:

1. The EAP must protect the privacy of the individual concerned.
2. Employees seeking assistance through the EAP must be assured that their employment status will not be jeopardized by the fact that they are seeking such assistance.
3. The decision to utilize the EAP is strictly voluntary.

The Director of Human Resources is the Program Coordinator for the Employee Assistance Program. An annual report highlighting the EAP activities will be presented to the School Board.

APPROVED: February 9, 1981

REVISED: January 14, 2002
December 11, 2017