

523.4 RULE EMPLOYEE ASSISTANCE PROGRAM GUIDELINES

Accordingly, the Wisconsin Rapids Public Schools Board of Education supports an EAP within the following guidelines:

A. Definitions

“Personal or emotional problems” include physical, psychological, or chemical dependency illnesses, and legal, financial, marital, or other types of problems that repeatedly interfere with the employee’s job performance.

“Program Coordinator” will be an administrator who is knowledgeable about community resources and operations of employee assistance programs. Responsibilities of the Program Coordinator include developing and advising a District Wellness-EAP Committee; establishing and monitoring yearly EAP goals; acting as liaison between the EAP provider and the District; and monitoring quarterly EAP utilization reports.

“EAP Provider” will be a service provider in contract with the Wisconsin Rapids Public Schools who is knowledgeable about community resources, clinical assessment, and supervisory training. Responsibilities of the provider will be to provide assessment and referral services to the Wisconsin Rapids Public Schools employees and family members who are experiencing personal or emotional problems; provide employee orientations and supervisory training on using the EAP; maintain confidential records; and provide statistical utilization reports on a quarterly basis.

B. The Wisconsin Rapids Public Schools Board of Education is concerned with job performance, which includes attendance, conduct, and reliability during employment hours. It is the responsibility of the supervisor of an employee evidencing substandard job performance to seek to remedy the situation and bring the employee’s job performance up to standard. If it appears that the employee’s job performance is being negatively influenced by a personal or emotional problem, and if after a conference with the employee about substandard job performance the performance does not improve, the employee’s supervisor will schedule a further conference at which the employee will be given the opportunity to consult with the EAP provider. Such a consultation will be at the employee’s option.

C. The referred employee will make an appointment to meet with the EAP provider and seek to determine the cause of the substandard performance. The EAP provider will then refer the employee to the appropriate community or professional agency for help or treatment. All communications between the employee and EAP will be confidential. No identifying information will be released by the Wisconsin Rapids Public Schools unless the employee using the EAP services approves such release with written permission.

At all times, it is the prerogative of the employee to accept or reject referral and/or treatment. If the employee elects to reject referral and/or treatment, it becomes the responsibility of the employee to bring his/her job performance up to standard or face such corrective action as may be appropriate. If the employee elects to accept referral and/or treatment, the fact the he/she has accepted referral and/or treatment will be regarded in the same manner as treatment for any illness. It will, in any case, be the responsibility of the employee to achieve and maintain satisfactory job performance.

- D. An essential part of the EAP is that employees may voluntarily contact the EAP before their personal or emotional problems result in substandard performance and formal supervisory action.

Persons desiring additional information should contact the Program Coordinator or Human Resources.

APPROVED: February 9, 1981

REVISED: January 14, 2002