

POLICY 4233  
EMPLOYEE ASSISTANCE PROGRAM

The district recognizes that a wide range of problems not directly associated with job functions can have an

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CROSS REF.:     4221     Alcohol and Drug Free Workplace  
                  4260     Personnel Records  
                  4362     Employee Discipline  
                  Employee Handbook

ADMINISTRATIVE REGULATIONS:   None

AFFIRMED:       April 21, 1991

REVISED:        June 27, 2000  
                  September 23, 2014  
                  October 28, 2014  
                  March 28, 2017

RULE 4233

EMPLOYEE ASSISTANCE PROGRAM GUIDELINES

1. Employee Assistance Program Personnel Appointment and Duties
  - a. The Superintendent of Schools shall appoint an Employee Assistance Program (EAP) resource person. The duties of the EAP resource person will include coordinating and publicizing the program, providing information to employees, and maintaining liaison with the agency awarded the EAP contract.
2. EAP Referrals
  - a. Self-Referral
    - i. program or consultation may speak to the EAP resource person or may contact the contracted EAP agency directly. Self-referral information will be kept confidential. No identifying information will be made available to the administration unless requested by the employee. No record of self-initiated contacts with the EAP agency
  - b. Supervisory Referrals
    - i. The immediate supervisor will refer individuals to the EAP where there is either:
      1. Sub-standard work performance or attendance on the part of the employee and the employee is unwilling or unable to rectify the situation.
      2. A particular on-the-job incident which indicates the need for disciplinary action and/or professional assistance.
    - ii. Supervisory referrals shall include a conference with the employee. The conference