

# EMPLOYEE ASSISTANCE PROGRAM Policy 523.3

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The District shall provide an Employee Assistance Program (EAP) as a support resource to District employees and their dependents on a voluntary and confidential basis.

The Employee Assistance Program (EAP) is to address personal problems that can adversely affect an employee's ability to function on the job. It is recognized that many personal problems can be successfully dealt with and resolved if assistance is offered at an early stage and referral is made to an appropriate treatment resource. Participation in the program, whether by referral or if self-initiated, shall be completely confidential and shall not jeopardize an employee's job security or promotional opportunities. Confidential employee information may not be released without the written, signed consent of the employee. This consent shall specify the information to be released, which persons are to be informed, the reason for sharing the information, and a specific time limit (one year or less) during which this information may be shared.

This policy does not require or result in any special privileges or exemptions from administrative practices applicable to job performance or supervision. It does not diminish the District's responsibility to require an acceptable level of job performance, nor does it remove the obligation to use personnel management tools and procedures to maintain an acceptable performance level.

Employees, therefore, retain the right to refuse the use of the EAP when offered by their supervisor. Also, it is the option of the employee to either accept or reject the EAP center's suggested treatment plan.

The District shall contract with an independent agency to provide the EAP administrative, assessment, and referral services at no charge to eligible participants. All other costs incurred that are not covered by existing insurance benefits are the responsibility of the participant.

## **Legal References:**

## **Cross References:**

**Adoption Date:** 2/15/2016