

EMPLOYEE ASSISTANCE PROGRAM GUIDELINES

Policy 523.3 Rule

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A. General

1. The decision to request or accept assistance through the Employee Assistance Program (EAP) is the voluntary and personal choice of the individual employee.
2. Voluntary self-referred employees or family members seeking assistance will be able to do so with anonymity and confidentiality.
3. Job security will not be jeopardized by a request for or acceptance of help through the EAP.
4. Referrals to the EAP agency can be by self-referral, family referral, association referral or supervisory referral.
5. The district administrator, or his/her designee, will coordinate dissemination of information to staff and their family members regarding the nature and operation of the program.

B. EAP Referrals

1. Self-Referral
 - An employee or member of an employee's family who desires information about the program or consultation may speak to their association representative, an administrator or may contact the contracted EAP agency directly.
 - Self-referral information will be kept confidential. No record of self-initiated contacts with the EAP agency will be made in the individual's personnel file.
2. Supervisory Referrals
 - The immediate supervisor may refer individuals to the EAP where there is either: (1) substandard work performance or attendance on the part of the employee and the employee is unwilling or unable to rectify the situation, or (2) a particular on-the-job incident(s) which indicates the need for disciplinary action and/or professional assistance.
 - The employee retains the right to accept or reject involvement in the program.
 - If the employee accepts involvement in the program, the supervisor can assist the employee in making contact with the EAP resource person or the contracted EAP agency.

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- An employee's future evaluations will be made strictly upon performance and will not be affected by whether the employee was enrolled in the EAP.
 - Nothing in this section shall limit the District's right to take disciplinary action against an employee in any manner consistent with District policy or limit the employee's access to contractual grievance procedures.
 - Job performance and attendance records will continue to be documented in the employee's personnel file. The only EAP information that will be entered into the individual's personnel file will be the fact that a supervisor's referral for assistance has been made.
3. Family Referral
- A member of the employee's family may self-refer and/or refer the employee to the EAP.
 - Family referrals will be treated as self-referrals in regard to confidentiality.
4. Association Referral
- An official representative of the association may refer an employee to the EAP.
 - Association referrals will be treated as self-referrals in regard to confidentiality as stated in section B-1 above.

Legal References:

Cross References:

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