

BP 4159/4259/4359 EMPLOYEE ASSISTANCE PROGRAMS

The School Board recognizes that school district employees may have personal problems which can have detrimental effects upon job performance and student safety. Many personal problems are easier to resolve when they are addressed early, before they reach disabling proportions. The School Board encourages employees to seek help when such problems exist and to take advantage of the resources that are available to assist them.

Employees shall have confidential access to information about community resources that address personal problems. This information shall be available, on a voluntary basis, to all employees, spouses and dependents.

(cf. 4020 - Drug and Alcohol-Free Workplace)

Management and supervisory staff shall be knowledgeable about the district's employee assistance program. When there are indications of declining performance, attendance problems, or on-the-job behavioral problems, supervisors shall consult with the Superintendent or designee to explore the resolution of such problems.

Participation in the assistance program will not jeopardize the employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

(cf. 4115/4215/4315 - Evaluation/Supervision)

(cf. 4118/4218 - Suspension/Disciplinary Action)

9/92

Adopted 3/23