

## **P3702 EMPLOYEE ASSISTANCE PROGRAM**

### **BOARD POLICY:**

**Unified School District 259 will contract with an external agency to provide an Employee Assistance Program (EAP) for employees of the school district and their qualified dependents.**

Administrative Implemental Procedures:

1. The cost of the EAP shall be paid by the school district. This includes six (6) free visits, per situation, for each qualified individual.
2. Should a new EAP provider be initiated, Employee Benefits & Insurance Management will make recommendations to the Board for approval.
3. Coordination and implementation of the program with the contracted agency shall be the responsibility of the Employee Benefits & Insurance Management office.
4. Any employee and/or qualified dependents may utilize the services of the EAP without cost to the employee. However, the agency may recommend that the employee seek assistance from a care provider at the employee's expense. The name of the employee and/or family member using the services shall be held in strictest confidence.
5. Any school district supervisor who observes a decline in the work performance or other areas of concern of any school district employee can contact the Employee Health supervisor to initiate a mandatory EAP referral.
6. In any case where an employee has been given a mandatory referral to the EAP the following procedures shall govern:
  - a. An employee must keep all appointments and comply with recommendations made by the EAP. Failure to follow these guidelines can result in disciplinary action up to and including termination.
  - b. School district personnel shall not request, nor expect, any detailed information about the nature of any employee's personal problems, but will receive feedback about whether treatment goals are being met.

Administrative Responsibility: Human Resources - Employee Benefits & Insurance Management

Latest Revision Date: March 2019

Previous Revision Date: November 2012 P3702