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523.3

EMPLOYEE ASSISTANCE PROGRAM PROCEDURES

Implementation of the Employee Assistance Program (EAP) policy reflects the concern of the Board of Education for its employees who may be having trouble, whether it be alcohol, drugs, financial, legal, marital, family, physical, emotional or other. The success of the EAP can only be measured by the cooperative efforts of labor and management to resolve these concerns in a fair and equitable manner. A plan of improvement based on help needed may be developed at any time a concern about an employee's performance exists.

The procedure for implementing Board policy is as follows:

1. Employees will be notified annually of the contact information to access the EAP. An individual employee may initiate the referral by contacting the referral agency directly, the employee's supervisor, or other administrative staff members. Up to three contacts per category or issue with an EAP assessor/representative are to be provided to all staff and their family members with no direct cost to the employee.
2. Referrals, whether self or supervisor suggested, shall be handled in a confidential manner. Employees seeking assistance through the EAP must be assured that their employment status will not be jeopardized by the fact of their seeking such assistance. In instances where it is necessary, accrued sick leave, vacation time or leave of absence will be granted for treatment or rehabilitative counseling or other services as may be necessary, on the same basis as is granted for ordinary health problems in accordance with provisions of the current employee agreements.
3. When an employee's performance or attendance is unsatisfactory, it will be called to his/her attention by the supervisor.
4. If unsatisfactory performance or attendance problems continue, the supervisor will discuss the problem privately with the employee.
5. If it appears that the employee cannot or will not improve his/her performance or attendance, the employee may be referred, to a designated resource person who is professionally trained to diagnose problems and secure help.
6. When alcohol or drug abuse impairs an employee's job performance or attendance, the designated resource person will refer the employee to an appropriate community resource capable of helping the employee. It is to be stressed, however, that an employee found under the influence of an intoxicating substance while operating a vehicle will be treated as prescribed by state laws and regulations.
7. If alcohol or prohibited drugs are not involved, the employee will be referred by the designated resource person to whatever available assistance is appropriate to enable the

employee to resolve the concerns.

8. If the job performance or attendance problems improve to a satisfactory level, no further action will be taken.
9. If the employee refuses the offer of help and job performance or attendance problems continue, the employee may be subject to suspension, dismissal or nonrenewal.

Legal Ref.: Sections 120.13(2)(e), 146.81-146.83 Wisconsin Statutes
Americans With Disabilities Act of 1990