

EMPLOYEE ASSISTANCE PROGRAM

The Evansville Community School District Board of Education is concerned with the general welfare of its employees and how it affects them as a person as well as how the employee's well-being influences their work performance. The Board recognizes that problems of a personal nature can have an adverse effect on an employee's job performance. It also recognizes that most problems of a personal nature can be dealt with successfully when identified early and help is sought.

Therefore, the District shall make available to all employees an Employee Assistance Program designed to deal with the broad range of problems of a personal nature that interfere with an employee's work performance (i.e., alcohol or other chemical dependency, medical, behavioral/emotional and other problems, such as physical, psychological, marital, financial, and legal problems, involving either the employee or a member of their immediate family that interfere with the employee's job performance). The overall objective of the Employee Assistance Program shall be to reduce problems in the work force and to retain valued employees. The purpose of the Employee Assistance Program shall be to provide pertinent services through arrangements with an outside counseling resource.

The program shall be available to all contracted employees except temporary employees of the District with a problem of a personal nature that interferes with their work performance and their families. The program shall provide problem assessment, short-term counseling and referral. Costs for these services shall be covered by the District. If costs are incurred for other services that are not covered by insurance or other benefits, those costs shall be the responsibility of the employee.

Such a program must protect the privacy of the individual concerned to the extent permitted by law, and, if it is to achieve its objectives, employees seeking assistance through the program must be assured that participation in the program shall not jeopardize their job security, promotional opportunities or reputation.

This program will operate within the following guidelines:

1. The program will be voluntary and confidential.
2. A request by an employee for help from the Employee Assistance program will not be considered in any evaluation of the employee's job performance. However, all employees are responsible for acceptable job performance at all times, whether or not they participate in the program.
3. A referral to the Employee Assistance Program will be made only at the employee's request. A supervisor may recommend, at any time, that the employee consider such a referral.
4. Each individual employee participating in the program shall determine the information to

be shared, if any, with the employer, by a signed release of information form. All diagnostic and treatment records will be maintain solely by the referral and treatment agencies to ensure client confidentiality.

Legal Ref.: Sections 146.81-146.83 (Health Care Records: Definitions; Confidentiality of Patient Health Care Records; Access to Patient Health Care Records)
Americans With Disabilities Act of 1990, as amended

Local Ref.: Policy #522.1 – Alcohol and Drug-Free Workplace
Policy #523.11 – Employee Alcohol and Drug Testing