

## Watertown School District 14-4

### **EMPLOYEE ASSISTANCE PROGRAM**

The District recognizes that a wide range of personal problems, not directly associated with one's job function, can have an effect on an employee's job performance.

The District also recognizes that almost any human problem can be successfully dealt with provided it is identified in its early stages and referral is made through an appropriate helping resource. This applies to a broad range of problems including such developments as physical illness, mental or emotional problems, financial difficulties, marital or family distress, alcohol and drug abuse, legal problems and other problems. Therefore, the District believes it is in the best interest of the employee, the employee's family and the District, as the employer, to provide an employee service which will assist in dealing with problems of a personal nature. The policy under which such problems will be handled is set forth in the following framework:

1. The Board wishes to emphasize that while it is generally concerned with the health and well-being of its employees, it has no desire to interfere in their private lives. Therefore, the Board is concerned with an employee's personal problems only when job performance is adversely affected.
2. This policy applies to all full-time and part-time employees of the District. For the purpose of this policy, part-time employees are defined as employees who are scheduled to work at least 20 hours per week for six months or more in a given year.
3. The program is available to families, dependents and significant others of employees as well as the employees themselves since it is recognized that problems at home can have adverse effect on an employee's ability to function while at work. An individual will be entitled to three sessions at one hour each. Family assistance is also available for ten sessions at one hour each. The need for family counseling must be identified during the first three individual counseling sessions.
4. If any employee or their dependents realize that they have personal problems that may benefit from the assistance provided by the Employee

Assistance Program, they are encouraged to seek assistance on their own and will be supported in efforts to do so.

5. Participation in the program will not jeopardize an employee's job security, promotional opportunities or reputation.
6. All records and discussions of personal problems will be handled in a confidential manner as are other medical records.
7. The District views chemical dependency as a treatable illness and will be dealt with as such.
8. The program is not designed to provide treatment or counseling but rather to provide early identification, motivation and referral to appropriate care-giving resources in order to facilitate the resolution of any serious personal problems the employee might have.
9. The Board or its designees will make every reasonable effort to assist and encourage the employee to make the decision to accept the recommended form of treatment. If the employee refuses to accept treatment or continually does not respond to treatment or the significant indication of poor job performance persists, the situation will be handled as any other case which adversely affects job performance.

Policy

Adopted: 2/10/87

Revised: 3/10/87; 6/97; 3/8/10