

POLICY - 2.10.2 - EMPLOYEE ASSISTANCE PROGRAM POLICY
SCOPE - ALL EMPLOYEES

1. This policy applies to all employees of the District who receive full benefits, regardless of job title responsibilities.
2. The program is available to employees or their families on a self-referral basis. Employees or family members who have personal problems and who may benefit from assistance are encouraged to use the program.
3. Participation in the program will not jeopardize an employee's job security, promotional opportunities or reputation.
4. All records and discussions will be handled in a confidential manner. These records will be kept by the designated counseling resource and will become a part of the employee's personnel file. The District will not be informed of matters discussed unless the employee so requests.
5. When work related performance problems are not corrected in response to supervisory attention, the supervisor should consider whether the employee should be encouraged to seek assistance to determine if personal problems are causing unsatisfactory performance. Performance problems which persist will be dealt with through corrective action or discipline as appropriate.
6. Personal problems are not a justification for lower performance requirements. A reasonable toleration period may be established as part of a work plan of accommodation after an employee has sought help through the program upon recommendation of the counselor.
7. It is the responsibility of all managers to utilize the program as appropriate to assist in resolving job performance problems which result from identifiable personal problems.
8. Sick leave may be granted for treatment or rehabilitation on the same basis as it is granted for ill health. Consideration may be given for the use of leave without pay.
9. This policy does not alter, replace or supersede other rules, policies or terms of any applicable employment agreement.