

Salinas Union High School District

All Personnel

Policy #4059

EMPLOYEE ASSISTANCE PROGRAMS

It is the desire of the District to provide a program to assist employees and family members in obtaining assistance in times of personal or family difficulties which affect the employee's work performance. The objective of the program is to retain and assist valued employees in improving job performance and the quality of their personal and/or family lives. The Employee Assistance Program is designed to provide an opportunity to obtain assistance in a non-threatening manner.

The Board recognizes that in any complex society employees will experience problems which may impact adversely on job performances and thus educational product. These problems may be behavioral/ medical in nature and involve physical illness, mental, emotional, or stress-related illness, alcohol abuse or alcoholism, and/or other drug abuse or dependency, or may involve marital, family, financial, and/or legal concerns. (Alcoholism and other chemical dependencies are recognized as being progressive and potentially fatal, but treatable illnesses.) Mental and emotional problems are also recognized as inherent to human existence, frequently disabling and potentially destructive but treatable illnesses.

The Board realizes that ordinarily employees will overcome such personal problems independently and the effect on job performance will be negligible. At times routine supervisory assistance may aid in the resolution of such problems and the employee's declining job performance will return to an appropriate and acceptable level. However, for those employees who desire, assistance will be made available through the Employee Assistance Program. The greatest potential for employee assistance will be realized through establishing the following responsibilities:

1. It will be the responsibility of management personnel to implement this policy and to follow procedures which will be designed to assure that employees with physical illness, mental, emotional, or stress-related illness, alcohol abuse, or alcoholism and/or other drug abuse or dependencies, marital, family, financial, and/or legal concerns will not have either job security or promotional opportunities jeopardized by a request for diagnosis and treatment
2. It will be the responsibility of the employee who has a physical, mental, and/or emotional problem that is affecting or may affect job performance to seek early intervention, and appropriate assistance
3. It will be the responsibility of the administration to provide inservice training regarding information related to stress management, alcohol and drug abuse or dependencies; marital, family, financial, and/or legal concerns; purposes and use of the Employee Assistance Program; and to provide informational materials for distribution to employees regarding the program
4. The confidentiality of individuals participating in the Employee Assistance Program will be strictly preserved
5. Insurance coverage for referral resources will be in accordance with insurance policies

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