

**EMPLOYEE ASSISTANCE PROGRAM
POLICY**

PREFACE: Pattonville School District has adopted an Employee Assistance Program ("EAP") as a practical and constructive mechanism for providing confidential, professional assistance for employees with personal problems such as stress, marital or family problems, alcoholism, drug abuse and emotional difficulties, which may affect job performance. The EAP also is available to an employee's immediate family members who voluntarily wish to use the program as a means of resolving personal problems.

PURPOSE: To assure that any employee or employee's immediate family member, having a personal problem may receive confidential professional counseling.

- POLICY:**
1. The District recognizes that any employee having a personal problem should have the opportunity to resolve the problem through professional and confidential assistance.
 2. The District recognizes that everything discussed in counseling sessions is confidential and will not be disclosed to anyone without the employee's consent or court order.
 3. The District recognizes that the decision to seek and accept assistance through the Employee Assistance Program is the personal choice of the employee or employee's immediate family member. Employees or employee's immediate family members seeking assistance will be able to do so with complete anonymity (with exception as identified in item 3).
 4. The District also recognizes that if the employee's job performance is impaired as a result of a personal problem, as determined by the employee's supervisor, then a supervisor can advise the employee to contact the EAP.
 5. When a supervisor becomes aware of job performance decline, he/she will document these instances, and bring them to the attention of the employee at the earliest indication of a recurrent pattern. Supervisors shall follow the approved Employee Assistance Program referral process when appropriate.
 6. Neither implementation of this policy nor participation in the Employee Assistance Program relieves the employee of the responsibility to meet acceptable work performance standards.
 7. Participation in the program does not supplant or otherwise interfere with the District's normal disciplinary and/or discharge process or the employee's legitimate access to the District's grievance procedures or advancement opportunities.

District Code:

Employee Assistance Program Coordinator

The EAP Coordinator is a district employee who has been designated to ensure that the program runs smoothly. This includes, but is not limited to, answering any questions regarding the EAP, assisting with the dissemination of promotional material, performing liaison activities between the district and the EAP and correcting procedural problems when needed. All questions, problems or suggestions for the program should be brought to the attention of the EAP Coordinator for follow up as soon as possible.

Adopted: January 10, 1989
Revised: February 10, 2004