



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	PROFESSIONAL EMPLOYEES
TITLE:	EMPLOYEE ASSISTANCE PROGRAM
ADOPTED:	7/20/16
REVISED:	

457 - EMPLOYEE ASSISTANCE PROGRAM

Section 1. Purpose

The North Allegheny School District is interested in the health and well-being of employees and is also concerned about the potential impact non-work related problems may have on an employee’s job performance, as well as the cost of health care claims.

It is the policy of the North Allegheny School District to establish guidelines for the administration and utilization of the Employee Assistance Program (EAP), a full-service employee assistance program that exists to promote individual and organizational improvement. The EAP provides confidential, professional counseling for staff members who have personal problems that may or could affect their job performance through a wide range of services including assessment, short-term counseling, referral, monitoring, or workplace follow-up and special programming and workshops.

- a. The Employee Assistance Program (EAP) is designed to:
 - 1. Provide professional, clinical assessment for personal problems or workplace emotional/behavioral problems in order to form a tentative treatment or Action Plan, and to guide the employee or family towards the right level of care.
 - 2. Provide brief counseling, consultation and motivation for the employee or family to take steps to resolve the personal or workplace problems as early as possible.
 - 3. Refer the employee, when needed, to appropriate outside resources for further assistance, including HMO networks, community, or public providers.
 - 4. Provide direct support, guidance, and consultation to supervisors when they are confronted with difficult employee situations, patterns of poor performance or unusual behavior of any employee at any level of the organization.

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Sec. 1232g
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- b. The Employee Assistance Program (EAP) is a confidential assessment, consultation, brief counseling and referral service for employees and their immediate family. Use of the EAP is voluntary unless mandated for employee by administration due to issues that impact work productivity.
- c. The North Allegheny School District recognizes that its employees do not work in isolation from concerns about their personal lives and therefore offers assistance to immediate family as well. Should job performance of an employee be impaired, sound business practice requires that the performance problems be resolved. Supervisors are encouraged to offer the EAP to employees to extend a tool to employees to help prevent or resolve the impact of any personal difficulty upon performance.
- d. Employees are encouraged to seek assistance on their own initiative before personal problems begin to affect their work.
- e. Employees who utilize the services of the EAP on their own are guaranteed full confidentiality within the limits of the law. Informational records created in the EAP will not be divulged outside the EAP without the written permission of the employee, unless required by law. EAP records are separate from the employee's personnel and medical file. Only EAP staff has access to EAP records.
- f. The program provides consultation to supervisors when employees with persistent performance/attendance or conduct problems do not respond to the usual ways of intervening.
- g. Employees will be granted mental/physical disability leave by management for treatment and rehabilitation on the same basis as other health problems. The EAP does not assume the role of declaring employees disabled.
- h. Using the EAP does not jeopardize an employee's job or promotional opportunities, but work performance/attendance or conduct will be the criteria used in making employment decisions. Employees are subject to the usual disciplinary actions, even if they are using the EAP.
- i. The presence of a personal problem is not necessarily justification for lowering performance expectations. If the employee is able to be at work, s/he should be held to the same performance criteria as other employees in similar positions. If the employee is unable to perform his/her duties because of a stated personal problem, the use of short-term disability and medical certification will be considered.
- j. Employees may obtain assistance through the Employee Assistance Program in one of the following ways:

- 1. Self-Referral

Employees or immediate family may seek assistance on their own behalf

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by calling the EAP directly. In these cases, all communication between the Employee Assistance Program staff and the employee will be held in the strictest confidence, unless the employee requests that others be notified or if disclosure is required by law.

2. Supervisory Recommendation (Voluntary Use)

In these cases the supervisor may encourage self-referral to the EAP.

3. Formal Supervisory Referral

Supervisors are encouraged to make a Formal Supervisory Referral to the EAP before or at the beginning of the Corrective Action process.

4. Mandatory Referral

When Mandatory Referrals are made, supervisors are to contact the Director of Human Resources to discuss observations.

- A refusal to attend required EAP sessions will result in corrective action up to, and including suspension or termination.
- Communication between EAP and the Director of Human Resources is limited to attendance and completion of mandate.

References:

Family Educational Rights and Privacy Act – 20 U.S.C., Sec. 1232g
Family Educational Rights to Privacy, Title 34, Code of Federal Regulations – 34 CFR, Part 99