

Employee Assistance/Wellness Programs

The Eagle County School District recognizes that a wide range of problems not directly associated with one's job function can have a negative impact on an employee's job performance. The School District also recognizes that most human problems can be successfully resolved provided they are identified in the early stages and referral is made to an appropriate caregiver whether the problem is one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, legal problems, or other concerns. In most cases, employees can overcome such personal problems independently and the effect on job performance is negligible. However, in some cases, assistance for an employee can serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to a satisfactory level. Any employee who has a problem which (s)he thinks may affect work performance is encouraged to voluntarily seek counseling.

The Eagle County School District believes it is in the best interest of an employee and the employee's family that the School District provides an employee service which deals with persistent problems. The purpose of the Eagle County School District Employee Assistance program is to assure employees that if such personal problems are the cause of unsatisfactory job performance and if assistance is requested, they will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner. Because employee work performance can be affected by the problems of an employee's spouse or other dependents, the program shall be available to the families of School District employees as well. This policy is intended to encourage employees to use the Employee Assistance program before the problem is apparent to others.

This policy and its accompanying regulations shall in no way be construed as making the District liable for any actions that are not required by state or federal law.

REGULATIONS:

Definitions

Supervisor - an employee who evaluates the work performance of other employees

Diagnostician - agency assuming responsibility for determination of problem as distinguished from a specific person.

Caregiver - agency who administers treatment, counseling, etc.

1. The following is an explanation of the steps to be followed regarding the Employee Assistance program. Following the diagram is an explanation of each step:

EMPLOYEE ASSISTANCE PROGRAM

PROBLEM IDENTIFICATION

By Staff Member
(volunteering)

By Supervisor
(confronting)

Employee informed of
action to be taken if
work performance remains unsatisfactory

Diagnostician identified
by District at District expense
(maximum of 2 visits
per family per fiscal year)

Employee informed of
action to be taken if
work performance remains
unsatisfactory

TREATMENT

CAREGIVER
Alcohol

CAREGIVER
Financial

CAREGIVER
Etc.

- a. Problem Identification: A problem can be identified in one of two ways. An employee can voluntarily admit the problem and seek assistance, or a supervisor can confront the employee regarding a problem and request that the employee seek assistance. Employees referred through the program by their supervisor may be requested by the School District to secure professional services necessary to resolve their problem(s). The employee will be informed that if the matter cannot be satisfactorily resolved, the matter will proceed under the employment policies of the School District.
- b. Identification of Diagnostician: The Eagle County School District will identify a professional or professionals to diagnose an employee's problem. This diagnostician will be responsible for determining the individual's problem.

The cost of a maximum of two sessions per family in a given fiscal year with this diagnostician will be paid by the Eagle County School District. If an employee chooses to utilize a diagnostician other than the one identified by the Eagle County School District, the employee shall be responsible for the cost of the session(s).

- c. Treatment: The employee will be responsible for any expenses incurred beyond the two initial sessions paid for by the Eagle County School District. The employee will again be informed that if the matter cannot be satisfactorily resolved, disposition of the matter will proceed under the employment practices of the School District.
2. Employees will be assured by the School District that their job and reputation will not be jeopardized by utilizing this program.
3. In instances where it is necessary, sick leave shall be granted for treatment or rehabilitation on the same basis as is granted for ordinary health problems (*refer to Policy GCCAA/GCCBA - Instructional/Administrative Staff Sick Leave and Policy GDCA - Classified Staff Sick Leave*). In most cases, if an employee requests a leave of absence without pay for the purpose of receiving a treatment or therapy, up to a year may be granted at the discretion of the Board of Education. In accordance with Policies GCCAA/GCCBA and GDCA (*Sick Leave*), an employee may receive compensation for the duration of the treatment and/or rehabilitation.
4. The School District will not require any employee to take part in counseling nor will the School District terminate an employee for not having counseling when the problem is not affecting the job performance of the employee. However, an employee may request help or assistance for a problem even though the problem may not be affecting his/her work.
5. Record of contact, referral, or treatment with any caregiver, will not be recorded or included in any form on employee permanent personnel records or files or used in disciplinary actions. All contacts, referrals, and/or treatments will be recorded only by the diagnostician and will not be made available to the Eagle County School District.
6. Employees will be informed of the service provider(s) on an annual basis. Any employee wishing to take advantage of this policy may then contact one of the designated service provider(s) for a maximum of two visits per family per fiscal year. The service provider will bill the District for these initial visits, will be informed to bill the District for the number of visits made to him/her, and will be informed to not identify the names of those employees that utilized the services.