

EMPLOYEE ASSISTANCE PROGRAM

THE SCHOOL BOARD RECOGNIZES THAT A WIDE RANGE OF PROBLEMS NOT DIRECTLY ASSOCIATED WITH AN EMPLOYEE'S JOB FUNCTION CAN HAVE AN EFFECT ON AN EMPLOYEE'S JOB PERFORMANCE. IN MOST INSTANCES, THE EMPLOYEE WILL OVERCOME SUCH PERSONAL PROBLEMS INDEPENDENTLY AND THE EFFECT ON JOB PERFORMANCE WILL BE NEGLIGIBLE. IN OTHER INSTANCES, NORMAL SUPERVISORY ASSISTANCE WILL SERVE EITHER AS MOTIVATION OR GUIDANCE BY WHICH SUCH PROBLEMS CAN BE RESOLVED SO THE EMPLOYEE'S JOB PERFORMANCE WILL RETURN TO AN ACCEPTABLE LEVEL. IN SOME CASES, HOWEVER, NEITHER THE EFFORTS OF THE EMPLOYEE NOR SUPERVISOR HAVE THE DESIRED EFFECT OF RESOLVING THE EMPLOYEE'S PROBLEMS AND UNSATISFACTORY JOB PERFORMANCE PERSISTS OVER A PERIOD OF TIME, EITHER CONSTANTLY OR INTERMITTENTLY.

THE EMPLOYEE ASSISTANCE PROGRAM IS INTENDED TO HELP EMPLOYEES WHO ARE SUFFERING FROM PERSISTENT PROBLEMS WHICH MAY TEND TO JEOPARDIZE AN EMPLOYEE'S HEALTH AND CONTINUED EMPLOYMENT. THE SCHOOL BOARD SHALL NOT ASSUME ANY FINANCIAL RESPONSIBILITY FOR TREATMENT OF EMPLOYEES IN THE PROGRAM.

Objectives

The Employee Assistance Program objectives are:

1. To assist and advise employees who develop behavioral/medical problems in an effort to prevent their condition from progressing to a degree at which they cannot work effectively.
2. To provide supervisors with policy and procedural guidelines for the management of behavioral/medical problems affecting job performance and/or attendance.
3. To direct managers and supervisors toward prompt corrective action where deterioration in an individual's work performance and/or attendance in apparently related-to behavioral/medical disorders.
4. To identify, develop, promote and promulgate sound physical and mental health prevention programs in areas such as stress management, professional fatigue and employee fitness programs.
5. To encourage use of the program through assurance of confidentiality in a manner permitted by law.

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