

4145 EMPLOYEE ASSISTANCE

The School Board and the Duluth Federation of Teachers Local 692, AFT, Duluth Principals' Association, Duluth District-wide Instructional Administrators' Association, Non-Certified School Employees Association, General Drivers' Union Local 346, City & County Public Service Union Local 66, Duluth School Employees Union Local 956, I. B. of F. & O., and Executive Employees Association recognize that a wide range of problems not directly associated with one'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 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, the employee cannot resolve his/her problems and unsatisfactory performance persists.

The School District and the unions/associations believe it is in the interest of the employee and the employee's family, that the School District and the union/associations provide an employee service which deals with such persistent problems. Therefore, it is the policy to handle such problems within the following framework:

1. The School District and the unions/associations recognize that almost any human problem can be successfully resolved provided it is identified in its early stages and referral is made to an appropriate caregiver. This applies whether the problem be one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, legal problems, or other concerns.
2. The purpose of this program is to assure employees if such personal problems are the cause of unsatisfactory job performance, they will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner. Since employee work performance can be affected by the problems of an employee's spouse or other dependents, the program is available to the families of our employees as well.
3. When an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation, either alone or with normal assistance, this is an indication that there may be some cause outside of the realm of his/her job responsibilities which is the basis of his/her problem.
4. Employees will be assured by the School District that their job and job future, and reputation will not be jeopardized by utilizing this employee service.
5. An employee's unsatisfactory job performance shall be handled in a forthright manner. Serving agencies shall maintain complete confidentiality in employee interviews and agency records.
6. 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. In all cases, if an employee requests a leave of absence without pay for purposes of receiving treatment or therapy, up to a year shall be granted. Employees referred through the program by their supervisor may be requested by the school district to secure adequate medical, rehabilitative counseling or other services as may be necessary to resolve their problems. The employee shall receive full compensation

as if he/she remained regularly employed for the duration of the treatment and/or rehabilitation, as limited by the individual working agreements.

7. Any employee who has a problem which he/she feels may affect work performance is encouraged to voluntarily seek counseling and information on a confidential basis by contacting a designated agency or resource.
8. Record of contact, referral, or treatment with any caregiver or Case Review Committee proceedings will not be recorded or included in any form on employee permanent personnel record or file or used in disciplinary actions.
9. If the employee refuses the offer of help and job performance or attendance problems continue, the matter may be brought before the Case Review Committee of this program. (see paragraph 11)
10. If the matter cannot be satisfactorily resolved by the Case Review Committee, disposition of the matter will proceed under the existing collective bargaining contractual relations between the school district and the bargaining unit.
11. To coordinate and implement this program, the School District and bargaining units agree to establish a Policy Review Committee. The Committee shall:
 - a. Be composed of equal representation: two representatives from employer; two from employees' bargaining unit, and one caregiver.
 - b. Review the effectiveness of the program semi-annually. See that reasonable uniformity in treatment is maintained.
 - c. Maintain for each union/association and employer a current listing of available community referral, treatment, and diagnostic counseling services.
 - d. Approve an informational program for school district supervisors and union/association representatives.
12. To provide specific case review, a Case Review Committee will be established consisting of two representatives from employer, two from employees' bargaining unit, and one caregiver.

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