

**BILLINGS PUBLIC SCHOOLS
HUMAN RESOURCE SERVICES**

5009

Employee Assistance Program

Billings Public Schools will provide an Employee Assistance Program (EAP) that will assist employees and their dependents in dealing with the personal problems that pose & threat to their health, well-being and/or their jobs. The EAP may help with a wide range of problems employees face such as alcoholism, drug abuse, other addictions, stress management, emotional problems, and/or other personal concerns.

Assistance is made available through confidential arrangements by the District with an EAP coordinator. Coordination is made through the Human Resource Services Department of the School District.

Implementation of this program will not require of the District any special regulations, privileges or exceptions from usual standards of job performance, except as may be outlined in a labor/management agreement. The Employee Assistance Program is complimentary to, but not a substitute for, adequate job performance.

Billings Public Schools must provide a safe environment for all users of District facilities. Therefore, precautions will be taken to insure that an employee's condition does not present a health and/or safety threat to students, staff, parents, legal guardians, volunteers, visitors, and members of the public.

Date Adopted: March 18, 1996