

Adopted: May 20, 1996
Last Revised: May 15, 2006
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428 EMPLOYEE ASSISTANCE POLICY

I. PURPOSE

The purpose of this policy is to provide employees with a means of addressing a wide range of personal problems that could affect an employee's job performance.

II. GENERAL STATEMENT OF POLICY

The School Board of District 77 recognizes that personal problems often have an effect on an employee's job performance. Unresolved personal problems can result in cost to the District due to high rates of absenteeism; misuse of supplies, materials and equipment; and under-production due to low levels of emotional and physical health. In most instances, personal problems are short-lived, and the employee overcomes the problems without outside assistance, and the effect on job performance is negligible. In other instances, supervisory or peer assistance serves to solve the problem so that the employee's job performance can return to an acceptable level. In some cases, however, neither the employee's personal efforts nor supervisory or peer assistance has the desired effect of resolving the employee's problem, and unsatisfactory performance continues on either a constant or intermittent basis.

III. EMPLOYEE ASSISTANCE

School District 77 believes it is in the mutual best interests of the employee, the employee's family and the District to provide employee services which offer promise for ameliorating personal problems which affect job performance. School District 77 does hereby adopt the following employee assistance policy:

1. The School Board believes that many human problems relating to job performance, physical or emotional, can be successfully treated providing such problems are identified in their early stages and appropriate remedial assistance is provided. Emotional problems have many causes, but are frequently related to alcoholism, chemical abuse, financial, legal, marital, or family problems.
2. The School Board believes that when an employee's job performance is unsatisfactory, and the employee is unable or unwilling to correct the situation, either independently or with normal supervisory assistance, it is

an indication that there may be some factor outside of the job itself which is the basis of the problem.

3. The School Board establishes this policy to assure employees that if personal problems are the cause of unsatisfactory job performance, that it is the Board's intention that assistance be offered to attempt to resolve such problems in an effective and confidential manner.
4. In instances where it is advisable, sick leave may be granted for treatment or rehabilitation of emotional problems on the same basis as such leave is granted for physical health problems.
5. An employee who has a problem which he or she feels may affect work performance, and supervisory and peer support has not resolved the problem, is encouraged to voluntarily seek counseling and information through the District's Employee Assistance Program by calling 1-800-383-1908.

Cross References: District 77 Policy 426 (Insurance)