

FARIBAULT PUBLIC SCHOOLS
Faribault, Minnesota

Staff Personnel
Series 400

EMPLOYEE ASSISTANCE PROGRAM
Policy No. 405.7

School District No. 656 recognizes 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 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 performance persists over a period of time, either constantly or intermittently.

School District No. 656 believes it is in the interest of the employee, the employee's family and the District to provide an employee service which deals with such persistent problems. Therefore, it is the policy of School District No. 656 to handle such problems within the following framework:

1. The District recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and 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. 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 supervisory 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.
3. The purpose of this policy is to assure employees that if such personal problems are the cause of unsatisfactory job performance that they will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.
4. Employees are assured that their job, future and reputation will not be jeopardized by utilizing this employee service.
5. Employee's problems causing unsatisfactory job performance will be

handled in a forthright manner within the District's established health and personnel administrative procedures and all records will be preserved in the highest degree of confidence.

6. In instances where it is necessary, sick leave may be granted for treatment or rehabilitation on the same basis as is granted for ordinary health problems, (consideration could be given for the use of annual leave or leave without pay).
7. Employees who have a problem which they feel may affect work performance are encouraged to voluntarily seek counseling and information on a confidential basis by contact in the designated School District resource.
8. Employees referred through the program by their supervisor may be required by the District to secure adequate medical, rehabilitative counseling or other services as may be necessary to resolve their problems.
9. It will be the responsibility of the employee to comply with the referrals for diagnosis of his/her problem and to cooperate and follow the recommendations of the diagnostician or counseling agent. An employee's continued refusal to accept diagnosis and treatment will be handled in the same way that similar refusals or treatment failures are handled for other employee problems when the results of such refusals or failures continue to affect job performance or attendance.
10. 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 will.

October 13, 1977
Date of Adoption