

Date Adopted: 05/14/90	File Number: Detroit Lakes Policy - 429
Date Revised: 10/13/97	

429 - EMPLOYEE ASSISTANCE PROGRAM

Parties Involved:

Detroit Lakes Independent School District #22, Detroit Lakes, Minnesota, and Lakeland Mental Health Center, Inc. are the contracting parties of this agreement.

Terms of Agreement:

Lakeland Mental Health Center Incorporated will provide Employee Assistance Program services. These services include program training and development for supervisors and employees, diagnostic and referral services for employees and members of their family, and program promotional activities.

Training and Development Services:

1. Assist administrative or representative(s) in writing and review the EAP policy and procedure.
2. Provide EAP training sessions for employees upon request.
3. Provide EAP orientation sessions for employees.
4. Provide and facilitate diagnostic and referrals, and program utilization. Consultations for supervisors and employee inquires about the program will be available via telephone.

Detroit Lakes Independent School District #22 agrees to reimburse Lakeland Mental Health Center Incorporated for requested program development services, employee orientations, and supervisor training sessions at a rate of \$50.00 per hour.

Program Promotional Activities:

Promotional material used to implement the EAP is considered part of the implementation cost. Additional program promotional materials (posters, payroll stuffers, pamphlets) will be made available on a cost basis.

Diagnostic and Referral Services:

1. Detroit Lakes Independent School District #22 agrees to pay \$50.00 for each initial diagnostic and referral session to an employee or family member. Continued counseling will be billed to the employee or his

insurance. Each Detroit Lakes Independent School District #22 employee will be allowed one diagnostic/referral consultation per year.

2. Referral sessions are to meet the criteria set forth in the EAP Policy pertaining to confidentiality.

This agreement does not preclude Detroit Lakes Independent School District #22 from seeking employee assistance services from other organizations or individuals.

This contract will become effective by either part upon thirty (30) days written notice.

Lakeland Mental Health Center, Inc.

Detroit Lakes Independent School District #22