

EMPLOYEE ASSISTANCE PROGRAM (EAP)

523.2

In the interest of students and education, the Waunakee Community School District Board of Education is concerned with employee health. The District recognizes that an employee's personal and professional well-being can be adversely affected by stresses resulting from personal or family problems. Recognizing this, the Waunakee Community School District has established an Employee Assistance Program (EAP) to help employees and heir family members receive timely confidential assistance to overcome such problems.

At all times, it is the employee's voluntary choice to make use of EAP services. The fact that an employee accepts, rejects, or fails to respond to treatment for problems is unrelated to the employee's job responsibilities. The Waunakee Community School District assures employees and supervisors that implementation of this policy will not require or result in any special regulations, privileges, or exemptions from administrative practices applicable to job performance, nor excuses the obligation to use personnel management tools and procedures available to maintain an acceptable performance level.

An essential part of the program is that those employees who know they have a problem and want professional help can voluntarily contact an EAP provider. Such self-referral is encouraged. A self-referring employee can contact the EAP provider directly. Records of employee contact will be kept confidential by the EAP provider.

Recognizing that family health is reflected in the lives of individual family members, assistance under the EAP is also available to any member of an employee's immediate family - either at the request of the employee or of the family member. Also, a family member may contact the EAP provider directly. All contacts between an employee's family and the EAP provider will be confidential.

The cost of the professional screening will be borne by the District, if the employee utilizes the contracted agency. Any additional costs will be the obligation of the employee (insurance may apply).

Legal Ref.: Drug-Free Workplace Act of 1988

Cross Ref.: 532-Rule, Employee Assistance Program Guidelines
523.4, Employee Wellness

Adopted: 1/15/90
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Waunakee Community School District