

Policies of the Board of Education

Series 500: Personnel

EMPLOYEE ASSISTANCE PROGRAM (EAP) PROCEDURES

523.2-Rule

A. Program Description

1. The EAP for the Waunakee Community School District is available to all staff members and their families.
2. An EAP advisory committee will be established with supervisory representation from each building. Contact persons from the certified and classified staff in each building will be identified. An EAP administrative coordinator will be designated. The coordinator's role will be to provide program leadership and consistency.
3. The program will utilize a contracted outside provider to provide screening and referral services for employees and their family members.
4. Training of District staff playing key roles in EAP operation will be provided with the assistance of the contracted provider.
5. The administrator in charge of the EAP program will coordinate dissemination of information to staff and their family members regarding the nature and operation of the program.

B. Referral Description and Procedures

1. Referrals are means of initiating contact with the EAP provider for a comprehensive screening. Screening will provide a confidential review of an individual's functioning in all areas of his/her life, in order to identify appropriate interventions for personal improvement. Screening recommendations will be accepted or rejected by free choice of the EAP client.
2. Self-referral is available by means of direct contact with the referral agency, and does not require notification or approval of the employee's supervisor or administrator.
3. The District staff, who have been trained to understand EAP operations, will have as a primary objective the expansion of awareness of the program in order to encourage use as needed.

C. Confidentiality

1. Employees seeking assistance through the EAP will be assured that their employment status will not be jeopardized by the fact of their seeking such assistance.
2. Confidentiality is essential if an EAP is to be effective. State and federal confidentiality laws will be followed, allowing users to feel comfortable sharing information during EAP contact.523.2-Rule (cont.)

D. Program Accountability

1. In order to evaluate use and effectiveness of the EAP, anonymous notice of screening utilization will be reported for billing, record keeping and program evaluation purposes.
2. Neither names of individuals or job titles of those using EAP services will be made available to the district.
3. An optional report may be completed by the EAP client consisting of demographic information (including age and sex of EAP user) and a program rating scale. Provision of this information will be used to continue to match EAP services with user needs.

Adopted: 1/15/90

Revised: March 1994
12/11/95
April 2002

Waunakee Community School District