

PERSONNEL

Employee Assistance Program (EAP)

A. Purpose

The Employee Assistance Program (EAP) is a personal and confidential counseling service for ~~School Division~~ board employees and their immediate families. It is designed to help resolve personal and job-related problems that could have a detrimental impact on job performance.

B. Types of Referrals

There are two types of referrals to EAP:

1.) Voluntary ~~(informal) those~~ referrals ~~that to~~ utilize the program services as a result of the employee's or employee family member's direct inquiry. ~~and~~ Voluntary referrals do not require recommendation of Virginia Beach City Public Schools.

2.) ~~Principal/administrative staff (formal)~~ referrals ~~referrals that~~ are made to the program by a principal or administrative staff member ~~of Virginia Beach City Public Schools.~~

C. Confidentiality

EAP provides complete confidentiality for employees and their family members. If the employee or employee's family member requests the service on his/her own volition, information will not be relayed back to ~~the School Division~~ Virginia Beach City Public Schools unless the individual being treated is a threat to himself/herself or other individuals. If a principal or the administrative designee/representative makes an ~~direct (formal) administrative~~ referral to the program, the ~~program coordinator~~ EAP will ~~inform~~ confirm with the principal or administrative staff member that the employee attended the session and any plans for continued follow-up care. Administrators are not informed of what was discussed between the provider and the employee during sessions. In order to assure ~~this~~ privacy rights, an authorization to release information will be obtained from the employee by the EAP.

D. Availability of Services

EAP services are available twenty-four (24) hours a day, seven (7) days a week and twelve (12) months of the year. The Benefits Office will administer this program.

Approved by Superintendent: January 18, 1994
Revised by Superintendent: December 13, 2002
Revised by the Superintendent: