

PERSONNEL



Employee Assistance Program (EAP)

A. Purpose

The Employee Assistance Program (EAP) is a personal and confidential counseling service for School Division 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 referrals utilize the program services as a result of the employee's or employee family member's direct inquiry. Voluntary referrals do not require recommendation of Virginia Beach City Public Schools.
2. Administrative referrals are made to the program by a principal or administrative staff member.

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 unless the individual being treated is a threat to himself/herself or other individuals. If a principal or the administrative designee/representative makes an administrative referral to the program, the EAP will 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 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 Superintendent: March 8, 2021

Revised by Superintendent: ,2023

Cheryl Woodhouse

APPROVED AS TO
LEGAL SUFFICIENCY

Kenneth Kasper