

THIEF RIVER FALLS PUBLIC SCHOOLS

459 EMPLOYEE ASSISTANCE PROGRAM

I. PURPOSE

The Thief River Falls Public School District will provide an employee assistance program for employees who are experiencing personal difficulties. The purpose of the program is to assist employees in obtaining help to resolve such problems in an effective and confidential manner. This program recognizes that the primary obligation to seek assistance and to resolve the problem rests with the employee.

The Board recognizes that a wide range of problems that are not directly associated with an employee's job function may have an effect on an employee's job performance. The problems may involve physical illness, mental or emotional illness, alcohol abuse or alcoholism, drug abuse or dependency, or personal problems such as those of a marital, family or financial nature.

Program Goal: To assist employees and their immediate family (household members) who have problems that may adversely affect the employee's job performance by providing confidential, prompt and diversified assistance to help resolve individual and/or family problems.

Program Objectives:

1. To provide a confidential, flexible, competent and sensitive program of assistance to meet the needs of troubled employees and their families (household members) on an individual basis.
2. To provide employees with accurate information regarding known referral sources.
3. To provide supervisory training that will focus on the supervisor's role in relation to troubled employees.

Board Adopted: 01/2015

Board Reviewed: 10/2017

Scheduled Review: 10/2021