

## Employee Assistance Program Procedures

### Identification and Initiation

When a troubled (e.g., physical or mental illness, alcohol/drug addiction) employee is identified, the supervisor may:

1. Arrange for a meeting with the employee regarding his/her job performance.
2. If applicable, suggest that the employee consider utilizing the Employee Assistance Program. If the employee has violated the Drug and Alcohol Free Workplace policy, the District may require use of the EAP as a condition of employment.

Except when the District requires use of the EAP as a condition of employment, the employee may **choose** to accept or reject the suggestion to use the Employee Assistance Program. If the employee.

Accepts the suggestion:

- The supervisor will refer the employee to the counselor designated to counsel employees or proper medical or other qualified counseling or diagnostic center.

Rejects the suggestion:

- If job performance improves, the matter is closed
- If poor job performance continues, the District may impose disciplinary action.

Whether or not the employee takes advantage of the Employee Assistance Program, continued feedback should be given to the employee regarding job performance. If work related problems recur after treatment, the employee may be requested to sign a release of information allowing the Human Resources Manager to seek information concerning treatment progress.

### Treatment

Problems that require medical or psychiatric treatment may be considered as a disability, and the employee shall be granted the same rights as any other employee on medical disability leave.

### Record Confidentiality and Retention

Information relating to the recommendation or use of the Employee Assistance Program will remain confidential and will be kept in a sealed file in the Human Resource Manager's office. The confidential nature of the medical treatment of the employee with alcohol and/or drug addiction will be maintained in the same manner as all other medical treatment records.