

EMPLOYEE ASSISTANCE PROGRAM

Statement of Purpose:

The Patchogue-Medford School District cares about the well-being of its employees and recognizes that a variety of problems may disrupt their personal and work lives. Substance abuse, family problems and emotional distress are treatable issues.

Patchogue-Medford School District, through its Employee Assistance Program, as well as our in-house Family Center, provides, voluntarily, access to professional counseling services for its employees, and those in need of professional assistance are encouraged to use it. Where Patchogue-Medford School District has union contracts, the District will conduct the Employee Assistance Program as a cooperative venture with employees' elected representatives. While unions are not permitted to subsidize any referral costs, employees may utilize their health benefits if applicable to cover any such costs.

The Employee Assistance Program operates within the following framework:

1. A wide range of problems may affect employees' job performance adversely. These include alcohol and drug addiction, family difficulties and emotional distress. The Employee Assistance Program will assist employees to resolve these problems and others for which employees may, voluntarily, seek help.
2. School district employees' current jobs and future advancement will not be jeopardized by using the Employee Assistance Program services.
3. All communications with the Employee Assistance Program shall be kept confidential. Should an employee intentionally or inadvertently disclose confidential information to the District, the District shall take all necessary steps to prevent further disclosure of such confidential information.
4. In the event a school district employee voluntarily enters the Employee Assistance Program, such employee will be responsible for complying with the Employee Assistance Program services, recommendations and treatment plans.
5. The Employee Assistance Program services may be made available to employees' families.
6. Training of union officials and supervisory personnel will be provided to advance the utilization of the Employee Assistance Program services.
7. A committee composed of the superintendent of schools or his or her designee and the elected presidents of labor unions will evaluate the services rendered by firms retained to provide Employee Assistance Program services and will report its findings periodically to the Board of Education.

Employee Assistance Program (Continued)

8. School district employees may utilize the supports and services of the in-house Family Center. The Family Center, located at Saxton Middle School, also provides short-term counseling to all staff members in the district. The Family Center is staffed by Social Workers and Psychologists that can provide short-term counseling and referrals to outside mental health agencies. Additionally, the Family Center can provide resources for seasonal assistance with home heating, food supplies, and assistance with obtaining health insurance.

Policy Adopted:

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Policy Revised:

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