

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 6.10  
EMPLOYEE ASSISTANCE PROGRAM**

(1) An employee's right to privacy is protected by law. Total confidentiality will be observed regarding any meeting between the consultant and an employee or family member. An individual's records pertaining to the Employee Assistance Program (EAP) will be treated with the same high degree of confidentiality as that accorded to medical records. EAP records will not be disclosed to anyone other than the person seeking help through the program except under a court order compelling disclosure. A release of information form must be signed if the employee would like the information shared with another party.

(2) Referral procedures will be designed to facilitate self referral, management referral, and union referral to the EAP. Participation in the EAP will not jeopardize job security or promotional opportunities.

(3) It is an employee's option to accept or reject referral suggestions. The program is not designed to override or otherwise compete with contractual agreements that have been reached with any employee bargaining unit.

(4) The Board has prepaid the consultant's fees. Any employee or immediate family member may therefore meet with the consultant free-of-charge, with no individual billing forwarded to the Administration or Board. In cases where therapy is indicated, the consultant and the participant will discuss several treatment options available in the community. Fees for these treatment services may be fully or partially covered by the employee's health insurance plan, sliding fee scales, or no-cost alternatives in many situations.

(5) The Board supports a steering committee, composed of an equal number of union and management representatives, to monitor the program and make recommendations to the Board, including but not limited to development of inservice for management and union leaders, distribution of literature, and publicizing of the program.

(6) A yearly statistical analysis (not containing names of participants or other identifying data) will be sent by the professional consultant to the Department of Human Resources for transmittal to the Board.

**History:** Adopted 8-25-82  
**Cross Ref.:** Admin. Policy 6.10 Employee Assistance Program

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