

PERSONNEL

Staff Assistance Program

In order to achieve the objective of enhancing the job performance of a staff member through the staff assistance program, the district will strive to provide confidential, professional, and appropriate assistance to staff members and their immediate family members within the scope of the program policy.

An employee of the District or his/her immediate family members may be eligible for reimbursement for non-insured assistance for up to three consultations per year per issue or incident.

1.0 Referral procedures:

- 1.1 Referrals may be made by a staff member, family member or a supervisor;
- 1.2 A staff member exhibiting continuing job performance problems not readily corrected by usual administrative procedures, and that might be appropriate for referral to the staff assistance program, the supervisor will notify the staff member of the availability of the Employee Assistance Program.
- 1.3 After the supervisor reviews job performance deficiencies with the staff member, the supervisor will inform the staff member of professional and confidential services available through the district's staff assistance program;
- 1.4 The staff member may choose to accept or reject the offer to access the employee assistance program. If the employee chooses to access the employee assistance program, the employee will meet with the district's HR Manager for confidential referral. If the staff member rejects the offer and the job performance problems do not recur after the conference, the issue is resolved.
- 1.5 If the staff member rejects the offer, and the supervisor and the staff member organization representative, if applicable, recognize that the job performance problem is continuing and the staff member's performance is not satisfactory, the staff member should expect to be confronted with whatever action is appropriate within the framework of existing collective bargaining agreements or board policies;
- 1.6 The decision to request and/or accept assistance through the staff assistance program is the personal responsibility of the staff member; and
- 1.7 All records resulting from an individual's involvement in the staff assistance program will be confidential unless the staff member provides a written release of information.

Self-referral procedures:

A staff member who wishes to access the staff assistance program will contact the HR office. If the staff member chooses to participate in the staff assistance program the staff member will arrange with a professional agency for assessment and treatment. The professional agency will invoice the district for the assessment and/or treatment, attention to HR Manager,

The decision to request and/or accept assistance through the staff assistance program is the personal responsibility of the staff member; and

All records resulting from an individual's involvement in the staff assistance program will be confidential unless the staff member provides a written release of information.

Adopted Date: January 28, 2015