

Employee Assistance

It is the policy of the District to assist, in a strictly confidential manner, employees who are experiencing problems relating to physical illness, mental or emotional illness, marital or family relations, finances, alcoholism, drug abuse, and other concerns.

Employee Assistance consists of four phases:

1. Identification by a principal or administrator of a job performance, behavior or medical problem or recognition by an individual of a personal problem;
2. Referral by the principal or administrator to an organization professionally competent to diagnose the problem;
3. Diagnosis and treatment by professionals who are trained to properly diagnose and treat performance, behavioral or medical problems; and
4. Treatment and follow-up as needed to resolve the problem.

The administrator's role is one of identification of performance problems, an offer of assistance to secure appropriate treatment, and whatever support and follow-up is needed during the treatment phase. The District has a contract with St. Alexius Medical Center's Employee Assistance Program to provide confidential assessment, counseling and a referral service to help employees evaluate and resolve problems. The service is provided free of charge to all district employees who work four or more hours per day and is limited to eight counseling sessions per problem.

Employees are responsible for their job performance. Their performance appraisals will be based on their actual job performance. No employee will have job security or promotional opportunities jeopardized by coming forward to request counseling or referral assistance. Great care will be exercised to see the entire personal problem is given strict confidential handling and all documentation will be placed in the medical file which can only be released with written permission from the employee. If disciplinary action is necessary due to poor performance all documentation in the personnel file will refer to the status of job performance and efforts to resolve the problem affecting job performance. No mention will be made of the personal problem.

In instances where it is necessary, vacation, personal and/or sick leave will be granted in accordance with established policy. Since employee job performance can be affected by problems of an employee's spouse or other dependents, the program is also available to the families of district employees. In cases where direct family involvement is required for effective treatment, an employee may be allowed by their principal to use available sick leave, vacation leave, personal leave or leave without pay.