

SECTION: EMPLOYEES

TITLE: EMPLOYEE ASSISTANCE PROGRAM

ADOPTED: December 9, 2008

REVISED:

UNITED SCHOOL DISTRICT

353. EMPLOYEE ASSISTANCE PROGRAM

1. Purpose
Pol. 351

The Employee Assistance Program is established to give employees who have a substance abuse problem the opportunity to seek medical help. An employee who recognizes his/her problem and voluntarily seeks medical help will not be subject to disciplinary action. The term medical help is understood to include counseling, in-patient treatment and required after-care where applicable.

2. Authority

The Board recognizes substance abuse as a serious health problem as well as a negative factor in the work place and is committed to preventing this type of behavior among its employees and encourages them to seek help should a problem be identified.

3. Guidelines

Work Environment

The Board is committed to creating a positive work environment in which drug and alcohol abuse can be addressed locally in a helpful and supportive way. The major objective is to prevent drug and alcohol abuse. Dedication to this task must include the cooperation of the school, family, support agencies, and law enforcement agencies. The second objective is to identify any employee who is abusing drugs and/or alcohol and to assist that employee using all available resources.

Although the district reserves the right to discipline employees who violate district policy, the district acknowledges that substance abuse is a medical problem which requires professional help. Therefore, the district is establishing an Employee Assistance Program for employees suffering from substance abuse.

Utilization

An employee who wishes to utilize the Employee Assistance Program should arrange for a conference with the Employee Assistance Team to become enrolled.

The Employee Assistance Team will refer the employee to a health care provider to determine the level of medical assistance required.

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<p>Pol. 335</p> <p>4. Delegation of Responsibility</p>	<p>If in-patient care is required, the employee will be permitted to utilize sick time or accrued vacation while receiving treatment.</p> <p>If an employee does not have any sick time or accrued vacation, s/he will be placed on a medical leave of absence without pay for the duration of the required treatment not to exceed twelve (12) weeks.</p> <p>If outpatient treatment or after-care treatment is needed, the district will make every effort consistent with its operational needs to adjust the employee's work schedule to accommodate such treatment.</p> <p>An employee will be considered to have successfully completed his/her rehabilitation program only if he/she fully complies with the treatment decisions made by his/her health care provider and authorizes the release of information to the district which demonstrates successful completion of the rehabilitation program.</p> <p>The Superintendent is authorized to recruit and schedule training for volunteers to serve on the Employee Assistance Team. Also, the Superintendent is authorized to develop administrative regulations to fully implement the Employee Assistance Program.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 335, 351</p>
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