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**AURORA PUBLIC SCHOOLS**

**Adopted January 1988**

**Recoded March 1992**

**Reviewed November 2007**

**Revised January 2015**

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**APS Code: GBGC**

### **EMPLOYEE ASSISTANCE**

The District recognizes that personal problems may adversely affect employees' job performance. The District recognizes that marital discord, emotional disorders, family difficulties, alcohol and drug abuse, financial or legal problems and other personal difficulties may be helped with professional assistance. Problems may be treated, provided they are identified in the early stages and referred to an appropriate type of care. An Employee Assistance Program (EAP) may provide the professional care necessary to help resolve individual or family problems that may be affecting job performance. By establishing an Employee Assistance Program, the District provides this prompt, diversified and confidential assistance to full and regular part-time contracted employees as designated in the regulation of this policy.

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Problems may be treated if they are identified in the early stages and referred to an appropriate type of care. The purpose of the Employee Assistance Program (EAP) is to offer a method for identification and referral so that contracted District employees (at least one-half [.5] FTE [Full-Time Equivalency] and their dependents can take constructive action in dealing with personal problems.

**A. Guidelines**

1. Program participation is voluntary and confidential. Whether the employee enters the program voluntarily or by referral, all matters will be conducted on a strictly confidential basis. However, where necessary to protect another person from physical harm, and only in such cases, such disclosure as necessary to prevent physical harm may be made. The employee may enter the program through self-referral or supervisor referral.
2. Employees who have a problem are encouraged to seek counseling and information on a voluntary basis by contacting the designated EAP provider. However, after an employee has been suspended, recommended for a discharge or has been discharged, the employee may not enter the program as a means of having the discipline reversed. Only at the District's option and with the EAP's prior agreement, and at the employee's personal cost, may an employee participate in the EAP program, once:
  - a. An employee is suspended without pay with the possibility of recommendation for termination still pending;
  - b. Once a drug or alcohol test has been ordered; or
  - c. Once termination is recommended.
3. No documentation regarding the employee's participation in the EAP program will become part of the employee's personnel file, and at no time shall the District or supervisor discriminate against any employee in terms of job security or promotional considerations as a result of that employee participating or not participating in this program.
4. At the employee's request, earned health leave, special leave or vacation may be used for treatment or rehabilitation on the same basis as is granted for other health

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problems.

5. All costs incurred as a result of an EAP provider referral that exceed those covered by the employee's insurance benefits are the responsibility of the employee.
6. The employee shall have the discretion to comply or not to comply with the referral or the recommendations of the EAP provider. However, employees whose job performance is substandard or who test positive for drugs or alcohol must bear the responsibility for such consequences whether or not they choose to seek EAP assistance or to follow the recommendations made by EAP.

**B. Supervisory Referrals**

1. If there is an indication that the personal problems may be the cause of unsatisfactory job performance, the employee may receive an offer of assistance to help resolve such problems in an effective and confidential manner. In these cases, the supervisor may discuss the problem privately with the employee, in accordance with the guidelines above.
2. Supervisors will not diagnose the problems necessitating referral but rather will refer the employee to the District's EAP provider.