

EMPLOYEE ASSISTANCE PROGRAM

The district recognizes that a wide range of problems not directly associated with one's job function can have a negative impact on an employee's job performance. The district also recognizes that most human problems can be successfully resolved provided they are identified in the early stages and referral is made to an appropriate caregiver whether the problem is one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, legal problems, or other concerns. In most cases, employees can overcome such personal problems independently and the effect on job performance is negligible. However, in some cases, assistance for an employee can serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to a satisfactory level. Employees who have a problem which they think may affect work performance are encouraged to voluntarily seek counseling.

The district believes it is in the best interest of an employee and the employee's family that the district provides an employee service which deals with persistent problems. Employees will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner. Because employee work performance can be affected by the problems of an employee's spouse or other dependents, the program will be available to the families of school district employees as well.

Legal References: Iowa Code §279.8 (2015).

Cross References: 403 General Personnel Health & Well-Being

Approved: May 26, 1992

Reviewed: May 11, 2015

Revised: