

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Employee Assistance Program

Series: E02

Reference:

Issued: 06.18.1987

Revised: 10.21.1999

Revision Number: 1

2.01 General Purpose. The Board recognizes that severe personal problems (including, but not limited to physical, mental, emotional, alcohol and/or substance abuse, marital, family, financial or legal problems) may adversely affect job performance. It is, therefore, the purpose of this policy to establish a formal procedure whereby employees who may be suffering as a result of personal problems may access appropriate resources to address such problems.

2.02 Referral Agent. The Superintendent shall seek proposals and shall contract with an outside agency to serve as referral agent. The referral agent shall provide information, referral services and related services to all Kanawha County Schools employees and their immediate families.

2.03 Confidentiality. The referral agent shall maintain confidentiality with respect to the identify of participating employees and to all information/ records generated as a result of employee participation in the Employee Assistance Program. No records or information shall be provided to Board personnel without the express written consent of a participating employee. Nothing in this section shall be construed to prohibit the referral agent from supplying non-identifying information reflecting the level of employee participation.

2.04 Referrals. A Supervisor may advise an employee who has a problem that the services of a referral agent are available. The Supervisor should make the contact with the referral agent if the employee does not object; however, the employee does not have to use this service unless he so desires. Supervisors shall not communicate the existence of such referrals to Board personnel or other persons nor shall any records be maintained with respect to such referrals. Upon receipt of a supervisor's referral the referral agent shall contact the employee who has been identified on a confidential basis and shall provide information relative to possible avenues of assistance. Employees who supervise other employees will receive training on a periodic basis on the proper use of the Employee Assistance Program.

2.05 Discipline. This policy shall not be construed to absolve an employee of the consequences of unsatisfactory work performance nor may participation in the Employee Assistance Program be used as a defense in any disciplinary proceedings to suspend or terminate

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an employee except as an indication of the employee's willingness to improve. Likewise, participation in the Employee Assistance Program may not serve as a basis for the administration of discipline.