

## **Employee Assistance Programs**

The Governing Board and district administration recognize that personal problems not directly associated with job function can have a very detrimental effect upon one's effectiveness as an employee.

It is further recognized that the ongoing existence of personal and/or work-related problems create additional and sometimes unnecessary expense to the school district in the form of reduced morale, productivity, efficiency, increased absenteeism, turnover, accidents, and benefit costs and that the district has a substantial investment in human assets. The early identification of personal and/or work-related problems and a reasonable effort to assist in the resolution of such problems can be cost effective by counteracting or reversing the effects of such problems.

Recognizing that an employee's own efforts and normal supervisory assistance may sometimes be insufficient to resolve a job-related problem and restore optimum job performance, the district will offer a plan to assist employees in securing professional counseling, therapy, and/or treatment. The employee assistance will be offered on a confidential and voluntary basis.

It is the purpose of this policy to provide an opportunity for all employees to obtain confidential assistance in resolving personal and/or work-related problems as the need arises. Further, while there is no intent to intrude upon employees' private lives, it is appropriate when there are indications of declining performance, attendance problems, or on-the-job behavioral problems, that supervisors consult with the Superintendent or designee to explore the existence and resolution of such problems.

Management and supervisory staff shall be knowledgeable about the district's employee assistance program and may counsel employees about the program, as appropriate.

Participation in the assistance program shall not jeopardize an employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

Legal Reference:

### EDUCATION CODE

35160 Authority of governing board

35160.1 Broad authority of school districts

44962 Leaves of absence for certificated employees

44964 Power to grant leaves of absence for accident, illness or quarantine

45190-45209 Resignations and leaves of absence for classified employees

### GOVERNMENT CODE

8355 Certification to contracting or granting agency; requisites

HEALTH AND SAFETY CODE

104420 Providing information re: smoking cessation program

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: August 24, 1995 Fresno, California

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