

## **PERSONNEL**

### **EMPLOYEE ASSISTANCE PROGRAM**

#### **I. INTRODUCTION**

Martin County West recognizes that a wide range of problems not always directly associated with one's job function can have an effect on an employee's job performance. Included in this is the effect, to an employee, of problems that an individual's spouse or children may experience.

In some cases, the efforts of the employee and supervisor are unsatisfactory and the problems persist either constantly or intermittently. The purpose of this policy is to outline a framework within which to provide help to employees and their families.

Generally, smaller districts cannot provide the professional personnel to counsel, refer, and help employees. This policy is an effort on the part of the district to share resources in a unique way to provide a helping framework for employees.

#### **II. ELIGIBILITY**

- A. Employees, spouses, and dependent children are eligible for consideration under the terms of this policy.

#### **III. GUIDELINES**

- A. The school social worker is the Employee Assistance Director. He/she may be contacted by an employee or employee's family member. The school social worker may provide information or assistance and he/she may make a direct referral. The school social worker need not be consulted first, however.
- B. The district participates in the assistance program currently coordinated by Human Services of Martin County. This represents expertise in chemical dependency, psychology, and nursing. Contacts may be made for physical, mental, marital, family, chemical, or financial problems. The initial contact with Human Services may be arranged by calling 238-4757.
- C. Employee problems will be handled with confidentiality and sensitivity. A job, future, and reputation will not be jeopardized by utilizing this employee service. The agency will be provided with a list of employees. The initial contact may be confidential without involving the administration or Board. Employees need only to identify themselves to Nancy Backer.
- D. In some cases, an employee's job performance is unsatisfactory resulting from personal or family problems. This may be reflected in excessive absenteeism, inability to achieve minimum competence on the job, or other indications. When such problems cannot be resolved by the individual or job supervisor, referral by the supervisor for evaluation and/or appropriate treatment will be an alternative to other disciplinary procedures permitted by statute or Master Agreement.

**IV. TERMS**

- A. The initial cost for the evaluation and referral will be paid by the district if not covered by insurance. Other costs of treatment or consultation are the employee's.
- B. Employees may use accumulated sick leave for outpatient chemical dependency counseling when the appointments arranged, in cooperation with the principal, interfere with work schedules.
- C. Employees who exhaust accumulated sick leave during inpatient treatment for chemical dependency will be granted an extended leave of absence for up to ninety (90) calendar days. During this period of leave, the employee will be paid the difference between his/her daily wage and the cost of the replacement. For licensed staff, leave without pay beyond the ninety (90) days may be granted according to the terms of the Master Agreement.