

**ARTICLE TWENTY-FOUR
EMPLOYEE ASSISTANCE PROGRAM**

- A. **Establishment:** The District and the BTU recognize the necessity for identifying, developing, promoting and promulgating sound physical and mental health and developing prevention and correction programs for bargaining unit members. As a result of this awareness, and at the request of the BTU, the District has established an Employee Assistance Program.
- B. **Purpose:** The basic elements of this program may include:
- (a) referring troubled employees to community resources for counsel or treatment.
 - (b) developing programs for stress reduction.
 - (c) developing procedures for identification and referral of employees in need of assistance.
- C. **Committee Composition:** The BTU shall designate two (2) members to an "Employee Assistance Program" Committee. The Superintendent shall appoint two (2) members. The Committee shall make recommendations to the Superintendent and the President of the BTU concerning program procedures and services.
- D. **Enrollment:** Any employee who desires to enroll in the Employee Assistance Program or is recommended for enrollment must submit a request to the program coordinator.
- E. **Special Leave:** Such employees who have depleted all of their available sick leave must request a special unpaid leave of absence from the District not to exceed one (1) year. The term and conditions of the leave shall be determined by the Board.
- F. **Drug Free Workplace**
- 1. The District and the BTU recognize that substance abuse in our nation and our community exacts staggering costs in both human economic terms. The District and BTU share a commitment to maintain a drug-free workplace.
 - 2. Reasonable suspicion testing requires authorization of the Director of Risk Management or the Special Investigative Unit.

Administrators requesting reasonable suspicion drug tests shall be trained and competent in the recognition or drug/alcohol abuse. Circumstances under which testing may be considered include, but are not limited to, the following:

- a. observed use of illegal drugs and/or abuse of alcohol during work hours
 - b. apparent physical state of impairment of motor functions
 - c. marked changes in personal behavior on the job not attributable to other factors
 - d. employee involvement in serious or repetitive accidents on the job, causing personal injury to self or others and/or significant property damage.
3. Drug and/or alcohol testing shall be conducted by District approved, independent, certified laboratories utilizing recognized techniques and procedures, as described in the School Board of Broward County "Reasonable Suspicion Drug Testing" procedures, which is incorporated by reference into this contract, and made part thereof.
 4. Employees subject to drug testing procedures shall be treated in a respectful and confidential manner. Employees shall be informed of the intention to require a drug/alcohol test and the basis upon which the test is being required. Employees shall have the right to consult with a representative of the BTU, provided it does not delay the testing process unreasonably, and shall be informed of this right prior to submitting to a testing request. Employees shall not be required to pay for any drug tests required by the District.
 5. Employees who test positive for the first time shall be referred to EAP. Successful completion of a recommended program may mitigate any recommended disciplinary action.
 6. All information received or produced as a result of a drug testing program are to be treated as confidential to the extent possible under provisions of state and federal law.