

**ARTICLE SIXTEEN  
EMPLOYEE ASSISTANCE PROGRAM**

The School Board recognizes that a wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on the job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, neither the efforts of the employee nor supervisor have the desired effect of resolving the employee's problems and unsatisfactory job performance persists over a period of time, either constantly or intermittently.

The Employee Assistance Program is intended to help employees who are suffering from persistent problems, which may tend to jeopardize an employee's health and continued employment. The School Board shall not assume any financial responsibility for treatment of employees in the program.

Objectives:

1. To assist and advise employees who develop behavioral/medical problems in an effort to prevent their condition from progressing to a degree at which they cannot work effectively.
2. To identify, develop, promote and promulgate sound physical and medical health prevention programs in areas such as stress management, professional fatigue and employee fitness program.
3. To encourage use of the program through assurance of confidentiality except as required by law.