

## **EMPLOYEE ASSISTANCE PROGRAM**

The availability of appropriate Employee Assistance Program (EAP) services is beneficial to both individual staff member and the District.

Alcohol and other drug abuse, emotional, marital, family issue and other related problems affect job performance, staff member health and quality of life. Staff members who experience these problems and are unable to function efficiently, effectively, and safely on the job are the legitimate concern of the District.

Staff members who need EAP services can volunteer for assistance, or can be referred through constructive intervention by a supervisor, family member, or association representative. Job security will not be jeopardized as a consequence of seeking EAP services, except where mandated by law. However, staff members who use the EAP are expected to adhere to the job performance requirements of the District.

All EAP records will be kept strictly confidential and will not be found in any District record or in the staff member's personnel file. Records pertaining to the EAP will be kept with the service provider. The District will not have access to EAP related records.

Adopted: June 21, 2006

Reaffirmed: February 3, 2010

Reaffirmed: November 6, 2013

Revised: December 14, 2016