

Lancaster Community School District

Personnel

### **EMPLOYEE ASSISTANCE PROGRAM**

The Lancaster Community School District is concerned about the effects of issues, such as personal, medical, psychological, marital, family, financial, or chemical dependency as a treatable illness, that have a negative impact on an employee's job performance and personal health. For purposes of the policy, harm occurs when an employee's problem repeatedly interferes with his/her job performance or personal health. The District further realizes that employees who may be affected should be provided consideration and an opportunity for assistance. Therefore, the District shall offer an employee assistance program (EAP) for employees with problems.

The EAP shall utilize existing diagnostic, counseling and treatment services and facilities in the community or area to assist employees. Employees with problems such as those listed above are encouraged to make a self-referral.

Supervisors will implement this policy in such a manner that no employee will have his/her job security or promotional opportunities affected either by the diagnosis or by the employee's own request for treatment. However, unsatisfactory job performance could result in non-renewal or dismissal.

Whether an employee accepts, rejects, or fails to respond to treatment of personal, medical or behavioral problems, it is the employee's responsibility to maintain acceptable levels of job performance.

The confidential nature of the medical records of employees participating in the EAP will be preserved in the same manner as for all other medical records. The District shall not pay for assistance and shall merely act as a conduit of facilitator unless there are "in-house services" available.

Copies of this policy are available in all school offices and teachers' lounges. A copy shall be provided to individuals upon request.

APPROVED:            September 11, 2002

REVISED: