



EMPLOYEE ASSISTANCE PROGRAM

The Board of Education is committed to the principle of assisting in the rehabilitation of competent employees. It may be more beneficial than terminating their services because of serious declining work performance due to problems related to health, financial, legal, or abuse of alcohol or other drugs. The Board expects the employee to cooperate fully with all measures taken to help.

PROCEDURES

1. Responsibility of Immediate Supervisor

- a. Identify job performance decline as soon as possible.
- b. Assist the employee to recognize and acknowledge job performance decline.

2. Responsibility of the Superintendent of Human Resources

- a. Assist the employee to overcome or manage the problems that cause job performance decline.
- b. Assist the employee in finding appropriate counselling services.
- c. Provide supportive counsel during the period of recovery and follow-up.
- d. Assure the employee of the confidentiality of the program.