

**A. W. BEATTIE  
CAREER CENTER**

SECTION: EMPLOYEES  
TITLE: EMPLOYEE ASSISTANCE PROGRAM  
FIRST READING: February 26, 2015  
SECOND READING: March 26, 2015  
APPROVED: April 23, 2015

353. EMPLOYEE ASSISTANCE PROGRAM	
1. Purpose	The Joint Operating Committee (JOC) recognizes the need to provide confidential, professional counseling assistance to administrative, professional and classified employees who have personal problems that may or could affect their job performance through a wide range of services including assessment, short-term counseling, referral, mandatory referral, monitoring and follow-up.
2. Authority	The JOC supports the Employee Assistance Program (EAP) to address the problem of dealing effectively with deteriorating employee effectiveness and performance. The intent of the Employee Assistance Program (EAP) shall be to increase the effectiveness of staff and stabilize costs related to absenteeism and hospitalization.
3. Delegation of Responsibility	<p>The Executive Director or designee shall establish administrative guidelines for program implementation, which will utilize existing staff and current insurance benefits to the maximum extent possible and the services of an outside provider when necessary for additional support.</p> <p>In cases in which an employee's personal problems are adversely affecting his/her performance or otherwise causing disruption to the educational or work environment, the administration may, as a condition of continued employment and incident to a plan of improvement, make a mandatory referral to the EAP program. In such cases, the administration shall be entitled receive only confirmation from the EAP that the employee followed up with the referral, but will not be entitled to receive any information concerning the matters that were the subject of counseling or treatment through the EAP. Failure to comply with a mandatory referral may be cause for further corrective action.</p> <p>References:</p> <p style="padding-left: 40px;">School Code - 24 P.S. Sec. 510</p> <p style="padding-left: 40px;">Board Policy - 000</p>