

Compensation and Related Benefits

EMPLOYEE ASSISTANCE PROGRAM

The School Board of Dade County, Florida, 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 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, efforts of neither 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 and their families who are suffering from such persistent problems as may tend to jeopardize an employee's health and continued employment. The problems may include alcoholism, drug abuse, emotional or other concerns, such as health, family, financial, legal, or vocational difficulties. Behavioral disorders and mental health problems are recognized as illnesses that can be successfully treated. Employees who need help in those areas of concern will be given the same considerations as those employees with other illnesses. The program goal is to help individuals who develop such problems by providing for consultation, and referral to treatment and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively. The program also promotes physical and mental health by providing activities to prevent problems which may affect an individual's health and job performance.

I. Program Objectives

The Employee Assistance Program objectives are:

- A. To provide employees with the humanitarian viewpoint of behavioral/medical disorders and to encourage an enlightened attitude toward these health problems.
- B. To help those individuals who develop behavioral/medical problems by providing for consultation and referral to treatment and rehabilitation; and to prevent their condition from progressing to a degree at which they cannot work effectively.
- C. To provide supervisors with policy and procedural guidelines for the management of behavioral/medical problems affecting

job performance.

- D. To direct managers and supervisors toward prompt corrective action where deterioration in an individual's work performance is apparently related to behavioral/medical disorders.
- E. To identify, develop, and implement the Wellness Program to promote physical and mental health for Dade County Public Schools employees.

II. **Program Services**

The Employee Assistance Program offers consultation to supervisors and employees through ongoing training programs and instructional materials, provides diagnostic evaluation services for treatment, and implements the Wellness Program to insure ongoing strides to prevent employees' behavioral/medical health problems.

Appropriate measures will be taken to insure the confidentiality of records for any person admitted to the program, according to established personnel guidelines and federal regulations.

The Procedures Manual entitled, **Employee Assistance Program Guidelines**, is incorporated by reference and is part of this Board Rule. Copies of this document are on file in the Board Office, the Citizen Information Center, and the Office of the School Board Clerk.

The Superintendent of Schools will report annually to the Board regarding the impact of the Employee Assistance Program.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.03(2); 230.22(5); 230.23(5) F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

New: 2-11-81

Amended: 1-9-85; 11-4-87; 5-7-97