

PROCEDURE WSD411

WINOOSKI SCHOOL DISTRICT EMPLOYEE ASSISTANCE PROGRAM

The Winooski School District shall provide an Employee Assistance program within the following guidelines:

1. The District will subcontract EAP services as deemed appropriate by the Board.
2. The EAP shall be a confidential referral program utilizing a wide range of appropriate community resources.
3. Self-referral shall be direct to the EAP provider.
4. Administrative referrals shall be made by the building principal when a decline in work performance is noted. Such a referral shall be in the form of a recommendation to the employee to contact the EAP provider. The District will keep no record of such a referral. However, the district reserves the right to document the decline in work performance as would ordinarily occur, and to take normal corrective procedures.
5. An employee's decision to seek or reject assistance, counseling or treatment for a personal problem in no way diminishes the person's responsibility to meet the required job performance standards of his/her job.
6. Implementation of the EAP will not require or result in any special regulations, privileges or exemptions from the standard administrative practices applicable to job performance.
7. Neither the EAP provider nor the District may release any details or names pertaining to a particular case or client without a signed release from the client giving permission to do so.

Reviewed and Updated: September 17, 2014