



PERSONNEL

4149

Employee Assistance Program

It is the policy of the Montville Board of Education to provide professional assessment, counseling, and referral services for employees experiencing personal problems impairing work performance, or having the potential to do so. The Montville Board of Education has chosen to provide these services through special arrangements with the Employee Assistance Program. This service is extended to all members of the employee's immediate family because their problems may also adversely affect the employee's ability to perform satisfactorily. The purpose of this policy is to assure employees that if personal problems are the cause of unsatisfactory job performance, they will receive consideration, understanding, and an offer of professional assistance to help resolve the problems in a confidential manner.

PRINCIPLES

1. The Montville Board of Education recognizes that a wide variety of human problems, emotional, psychological and physical, may interfere with an employee's performance on the job. While the Montville Board of Education does not intrude into the private lives of its employees, it does view problems affecting job performance as its legitimate concern.
2. The Montville Board of Education recognizes that most human problems can be successfully treated if they are identified in the early stages and appropriate resources are applied. This includes alcoholism, drug abuse, marital and family difficulties, physical and mental illness, financial troubles, and a wide range of other personal problems.
3. In situations where normal supervisory guidance and motivation fail to correct the problem, professional assistance will be offered in order to help the employee back to health and effective work performance.
4. Supervisors shall not attempt to diagnose the personal problems of employees but make referrals based on documented deficiencies in job performance alone.
5. Voluntary use of the program by employees and their dependents is strongly encouraged, if and when a problem develops, or to prevent a problem from developing.
6. Utilization of this program by employees will in no way jeopardize their job security, opportunity for promotion, or reputation.
7. Employee referrals will be handled with the highest degree of confidentiality. The information and records of this program are considered to be medical in nature and are maintained in the same confidential manner.
8. It is the responsibility of the employees referred by supervisors to follow through on recommended assessment interviews and cooperate with treatment programs when

prescribed. The employee's job disposition will be determined on the basis of performance alone, within the context of standard existing personnel policies and procedures, and contractual agreements.

9. Supervisors are responsible for identifying and attempting to correct deteriorating or unsatisfactory job performance. When normal supervisory efforts fail, and a personal problem is suspected, the supervisor should refer the employee to the Employee Assistance Program.
10. When necessary, sick leave may be granted for treatment or rehabilitation within the framework of the standard health and hospitalization policies of the Montville Board of Education.
11. Application and use of the Employee Assistance Program with members of the Montville Education Association is governed by a Memorandum of Agreement between the Association and the Board of Education (1991).

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