

**CONNELLSVILLE
AREA
SCHOOL DISTRICT**

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYEE ASSISTANCE PROGRAM

ADOPTED: December 20, 2006

REVISED:

444. EMPLOYEE ASSISTANCE PROGRAM	
1. Purpose	<p>Connellsville Area School District recognizes most any human problem can be successfully treated if identified in its early stages and referral is made to an appropriate modality of care. This applies to physical illness, mental or emotional illness, alcoholism, drug abuse, and other problems or concerns affecting the individual and family.</p> <p>When an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation either alone or with normal supervisory assistance, this is an indication there may be cause outside the realm of his/her job responsibilities which is the basis of the problem.</p> <p>The purpose of this policy is to assure employees that if such personal problems are the cause of unsatisfactory job performance, they will receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.</p>
2. Authority	<p>The Board directs that employee problems causing unsatisfactory job performance are to be handled in a forthright manner. All records will be preserved in the highest degree of confidence.</p> <p>When necessary, the Board authorizes sick leave to be granted for treatment or rehabilitation on the same basis as is granted for ordinary health problems. Consideration could be given for the use of unpaid leave of absence.</p> <p>The Board encourages employees who have a problem that they feel may affect work performance to voluntarily seek counseling and information on a confidential basis by contacting the building principal.</p>
3. Delegation of Responsibility	<p>Employees referred through the program by the district may be required to secure adequate medical, rehabilitative counseling or other services as may be necessary to resolve his/her problem.</p>

<p>4. Guidelines</p>	<p>It is the responsibility of the employee to comply with referrals for assessment of his/her problem and to cooperate and follow the recommendation of the diagnostician or counseling agent.</p> <p>If an employee's job performance or attendance is unsatisfactory, it will be called to his/her attention.</p> <p>If unsatisfactory performance or attendance continues, the principal and/or Superintendent will discuss the problem privately with the employee.</p> <p>The principal and/or Superintendent will not delve into the personal problems to try to find the cause of unsatisfactory job performance.</p> <p>Outside resource agency or agencies will be utilized to assist the employee.</p> <p>If the employee accepts the offer of help and the job performance or attendance problems improve to a satisfactory level, no further action may be taken.</p> <p>If the employee refuses the offer of help and job performance or attendance problems continue, regular disciplinary procedures will apply, up to and including termination.</p>
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