



<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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