

## **MENOMINEE INDIAN SCHOOL DISTRICT**

523.3

### **EMPLOYEE ASSISTANCE PROGRAM (EAP) POLICY**

Menominee Indian School District realizes that individuals sometimes develop personal and family problems that may affect job performance. We also realize that individuals can usually resolve these problems before they seriously affect either their job performance or health. However, in some cases individuals will need to utilize additional professional resources in order to work through their problems.

Ingenuity First Employee Assistance Program is a service for all Menominee Indian School District employees. The Employee Assistance Program (EAP) provides free confidential assessment, counseling, and referral services. Menominee Indian School District believes that most employees will seek help when they need it, and the Employee Assistance Program is designed to assist with this process.

In the event that an individual who has access to Menominee Indian School District's EAP benefit is convicted of a drug/alcohol-related offense, and is referred to an education/treatment program, this benefit cannot be used in lieu of paying for services when the court intends fee payment to be a consequence for the offense. Following completion of the court ordered education/treatment, the EAP benefit may be utilized to compensate further recommended treatment.

#### **SELF-REFERRAL**

- Any employee or any member of an employee's immediate family experiencing a personal, family, or work related problem is encouraged to seek help by contacting the Employee Assistance Program. Employees or their dependents may call ThedaCare at Work EAP directly at 920-749-2390 or 1-800-236-3666.
- Employees using the Employee Assistance Program will not risk affecting their job security. However, involvement in the Employee Assistance Program does not exempt an employee from performance evaluation standards or from disciplinary procedures. Involvement in the Employee Assistance Program will not jeopardize an employee's promotional opportunities or raises based on performance.

- Individual rights to confidentiality and privacy are strictly guarded. Information and personal records created in this program will be preserved so that only the Employee Assistance Program will have access to them. Access by anyone else will be permitted only when permission is given by the employee or dependent involved. The names of persons participating in the program will not be given to anyone at Menominee Indian School District, but will be kept confidential by the program.
- Accumulated leave (sick, vacation, or compensatory) may be utilized for EAP appointments that are scheduled during regular working hours. Evening hours are available.

### **SERVICES**

- The INITIAL ASSESSMENT includes screening, evaluation, and referral services that will be conducted by the Employee Assistance Program Counselor.
- Consultation/Counseling services are also available. Up to a total of 6 sessions are paid for by Menominee Indian School District are available to the employer or their dependents.
- The PROCEDURE for using this service is to contact the Employee Assistance Program, which will schedule time to meet with the employee, in order to make an initial assessment of the problem. The nature of the problem will be determined, a plan for resolving the problem will be developed and, if necessary, a referral to an appropriate treatment service will be made.

### **SUPERVISORY REFERRAL**

The Company realizes that in some cases an employee's problems will progress to the point that job performance is affected to the degree that some intervention becomes necessary. At this point it becomes the responsibility of the employee's supervisor to take appropriate action. Supervisors considering referring an employee are encouraged to consult with the Employee

Assistance Program Coordinator before initiating the referral by calling 920-749-2390.

- Supervisors will be responsible for the identification and referral of employees whose problems are interfering with their job performance to the Employee Assistance Program.
- It is the Supervisor's responsibility to intervene only when the employee's problem adversely affects job performance.
- During or after the completion of the Employee Assistance Program sessions, information reported back to the supervisor by the EAP Counselor will be limited to the employee's attendance and whether or not the employee is compliant with the counselor's recommendations. Such information can only be given to the referring supervisor. For such disclosure, permission to release information signed by the employee is required.
- It is the responsibility of the employee to cooperate with the referral to the program and to follow recommendations made by the program in order to change the behaviors that necessitated the referral. Failure to resolve the problems will result in disciplinary procedures. However, an employee's refusal to use the Employee Assistance Program is not in itself a cause for disciplinary action.

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