

	<p>EMPLOYEE ASSISTANCE PROGRAM</p>	<p>Policy No. 5203 October 19, 2011 Page 1 of 1</p>
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Seattle Public Schools recognizes that problems of a personal nature may have an adverse effect on job performance and that most personal and job-related problems can be dealt with successfully when identified early and referred to appropriate professional resources. The Employee Assistance Program (EAP) has been established to support individual and district effectiveness by addressing personal and job-related issues affecting individual employees and by providing consultation, information, and training to building and central leadership.

EAP services are confidential and available to all employees and their family members. Participation in the EAP is voluntary and will not jeopardize employment or job promotion, nor shall such participation substitute for employer action(s) regarding evaluation, probation, and/or termination as provided for under collective bargaining agreements or Board policies.

An EAP Advisory Committee may be established to assist in the implementation of this policy and to make program recommendations. The EAP will be evaluated on an annual basis by the submission of an annual report to the Superintendent.

Seattle Public Schools EAP is intended to positively impact the learning and work environment, increase employee productivity, and reduce absenteeism and turnover. The program reflects the district's recognition that the well-being of its employees directly impacts the effective accomplishment of its goals.

Adopted: October 2011
Revised:
Cross Reference: Policy Nos. 5521; 5201
Related Superintendent Procedure:
Previous Policies:
Legal References:
Management Resources: