

Policy Information

Series 5000 - Personnel

Employee Assistance Program (EAP)

Policy # 5340, 3.4

POLICY

1998 5340

Personnel

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM (EAP)

It will be a policy of the Board to establish and maintain an Employee Assistance Program. The EAP will be offered as a participating service to school districts or other eligible agencies, and will also be offered as a service to employees of the BOCES.

It will be the purpose of the EAP to assist employees and supervisors to (1) identify problems of workplace productivity at the earliest possible time, (2) motivate employees to seek professional assistance, and (3) provide direction and support to employees in seeking out and locating the best possible assistance.

It is further the intent of this policy that treatable conditions such as alcoholism, substance abuse, financial difficulties, and other medical/behavioral problems be addressed in a professional and confidential manner to enable workplace productivity to remain at satisfactory levels.

It is the responsibility of the District Superintendent to develop and deploy regulations for the implementation of this Policy.

Board Approved

2/2/94

7/18/95

5/19/98

1998

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ADMINISTRATIVE REGULATION

Personnel

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program is provided by the BOCES as a means of identifying and assisting the resolution of problems that negatively affect workplace productivity, such as alcoholism, substance abuse, fiscal difficulties, or other medical/behavioral problems. There will be a Coordinator for the EAP, who is available to assist in generating solutions to workplace productivity problems that may derive from any cause. It is NOT the function of the EAP Coordinator to provide clinical counseling or psychotherapy.

Referral Process

Any employee who seeks assistance on a voluntary or involuntary basis will not jeopardize his or her job security or promotional opportunities.

The referral process is any action taken or assistance offered to an employee that addresses his or her particular needs. The coordinator serves the employees of the BOCES and component districts by assessing their personal needs and problems, and by referring troubled employees to appropriate professional resource providers.

- -Employee contacts Coordinator. Although referrals can be made by a supervisor, peer, or union representative, the call for an appointment or assistance must come from the employee. Employers, supervisors, and union representatives understand that EAP referrals are to be made on the basis of workplace productivity problems, and that they do not depend upon and should not be made upon the basis of conclusion about the cause of any such problems.
- Employee and Coordinator meet to discuss the employee's problem at the Coordinator's work site. Coordinator interviews employee and allows ample time for the employee to discuss issues and problems.
- Coordinator assesses the employee's needs, based on interview. Generally this occurs during 1-3 meetings.
- Coordinator considers treatment options for diagnosing and resolving the employee's problems. Factors taken into consideration are: financial (insurance coverage), geographic location of resource provider, and appropriateness of resource providers being considered.
- Coordinator presents possible options to the employee.
- Employee takes or rejects options presented.
- Employee's relationship now shifts from Coordinator/employee to resource provider/employee. The Coordinator does not provide ongoing counseling.
- Subsequent contact with the employee is minimal, and is limited to either reintegration into the work site following treatment or brief conversations concerning the employee's progress.

Confidentiality

EAP serves as a source of information and referral for employees. Information regarding EAP will be maintained at the EAP Coordinator's office and kept strictly confidential. The only exceptions to confidentiality are: 1) where the information is required by law to be disclosed; or 2) where there is reasonable belief that an employee's conduct places him or her or another person in imminent threat of bodily harm; or 3) where there is reasonable cause to suspect child abuse has been or will be committed.

The sole purpose of data generated by EAP is to provide statistical summary of employee participation.

The Coordinator may only disclose information at the written request (Disclosure of Information Form) of the employee, except in the three circumstances listed above.

The "Disclosure of Information" form, which contains limited specific information that assists the Coordinator in the referral process, is the only record to be kept by the Coordinator. It is kept in a locked cabinet and should be destroyed three years from the signature date unless the employee requests that it be kept longer.

Coordinators may not make the final decision about the treatment choices. The employee needs to take final responsibility for his or her actions.

Disclosure of Information

The referral to professional resource providers is often complex. Employees experiencing emotional or physical discomfort may need the assistance of the Coordinator in contacting the resource provider, supervisor, union representative, or family member. The following are examples of when it is

appropriate to have an employee sign a Disclosure of Information Form, allowing the Coordinator to share information regarding the referral;

- Employee specifically asks Coordinator to contact another individual;
- -Employee is requesting alcoholism or drug treatment and would like the Coordinator to call a resource provider;
- Employee needs the Coordinator to obtain specific insurance information;
- Employee is told by a resource provider that the waiting period for treatment is extensive and the Coordinator may have contact with that provider to permit faster service.

Advisory Committee

At the BOCES-wide level, an Employee Assistance Program Executive Committee, composed of one representative from each of the components participating, shall review the effectiveness of the EAP in order to ensure that satisfactory referral and follow-up services are maintained.

Implementation of this policy will not require or result in any special regulations, privileges or exemptions from standard administrative practices applicable to job performance requirements, especially in those instances where the health and safety of students and other employees are concerned.

Board Approved 5/19/98

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GENESEE VALLEY BOCES EMPLOYEE ASSISTANCE PROGRAM DISCLOSURE OF INFORMATION

This form allows the Coordinator to keep minimal records with limited specific information related to insurance and resource provider use.

I, _____, request that the EAP Coordinator share specific information regarding my involvement in EAP with the following:

Resource provider _____

Supervisor _____

Union Representative _____

Family
Member _____

Health Insurance _____

Other _____

The specific details that I would like shared are:

Employee

Date

Address

Phone

All information regarding EAP will be maintained at the EAP Coordinator's office and kept strictly confidential. The only exceptions to confidentiality are: 1) where the information is required by law to be disclosed; or 2) where there is a reasonable belief that an employee's conduct places him or her or another person in imminent threat of bodily harm; or 3) where there is reasonable cause to suspect child abuse has been or will be committed.

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