

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES
TITLE: Employee Assistance Program
ADOPTED: April 14, 1986
REVISED: June 27, 1994

350 EMPLOYEE ASSISTANCE PROGRAM

Purpose

The purpose of the Employee Assistance Program (EAP) is to improve employee performance and productivity and reduce the rate of employee absence or lateness by making certain services available to employees whose ability to perform their job is adversely affected by personal problems such as family or marital stress, substance abuse, or medical or emotional disorders.

Authority

The Board of Education adopts this policy and program pursuant to its powers under the Philadelphia City Charter.

Definitions

An EAP is a counseling and referral program, offered by the employer, to assist employees in resolving problems which may be adversely affecting the employees' work performance.

Guidelines

Services

The School District will make services of crisis intervention, counseling and referral available to employees through qualified professionals.

Direct crisis intervention and counseling services may be limited to a specified number of occurrences or hours per employee for the purpose of determining appropriate referrals.

Professional counselors may refer employees to medical, mental health or community resources for appropriate treatment or support with the objective of coordinating available resources, including employee health insurance.

Crisis intervention, counseling and referral services will be make available to the spouses, children or parents who are members of an employee's household on the same basis as to employees.

Conditions

All employees remain responsible to perform their jobs satisfactorily. Employee participation in the EAP is intended to assist employees by resolving problems which interfere with successful performance and is not a substitute for such performance.

Employees whose work performance is or may be adversely affected by personal problems such as family or marital stress, alcoholism, drug abuse or medical or emotional disorders are encouraged to use the services of the EAP. Supervisors and union representatives are also encouraged to refer such employees to the EAP.

Sick leave, health insurance and other related or applicable employee benefits shall be available through the EAP on the same basis as for any other employee health program.

Records of employee participation in the EAP shall be maintained on a strictly confidential basis as medical records, separate from employee personnel files, in accordance with applicable laws and professional ethics.

An employee's job security, advancement or any other benefit will not be adversely affected by the fact of participation in the EAP. Participation in the EAP will also not affect job performance standards, and all employees are expected to comply with applicable School District policies and rules concerning employment without regard to participation in the EAP.

Delegation of Responsibility

The Director of School Health Services shall administer the EAP.

The Director of School Health Services is authorized to adopt such rules and procedures, subject to approval by the Superintendent of Schools, as are necessary to implement and administer the EAP.

Legal References:

Board of Education Resolutions 8/23/82, 1/10/83
SS12-300, 23-308, The Public School Code, Section 510, 24 P.D. 5-510 (1985 Supp.)