

ADMINISTRATIVE PROCEDURE
"Employee Assistance Program"

The following administrative procedures will be used in implementing Policy GBGC, Employee Assistance Program.

ELIGIBILITY FOR SERVICES:

- A. All full-time and part-time employees of the District. The policy defines a part-time employee as an employee who is scheduled to work a minimum of 20 hours per week 6 months or more of a given school year.
- B. The employee's family, dependents and significant others.

PROCEDURES TO BE USED:

- A. Eligible individuals who seek help shall:
 - 1. Contact the District's Service Provider and indicate that it is an Employee Assistance contact.
 - 2. Be eligible for three sessions at one hour each and may be eligible for ten sessions at one hour each for family counseling. The need for family counseling must be identified during the first three individual counseling sessions.
 - 3. Understand that the District Service Provider will bill the assistant superintendent's office for sessions when an eligible individual utilizes the program. Billing does not identify the employee or family.
 - 4. Be aware that additional leave benefits may be available under FMLA.
- B. Supervisors may refer employees to the Employee Assistance Program any time they believe an employee's personal problems are interfering with their work.
 - 1. Referrals are made directly to the District Service Provider.
 - 2. Employees are told when the referral is made and encourage the employee to take advantage of the service. The Supervisor shall be specific about the problem. This is a confidential discussion.
 - 3. The Supervisor shall file a memo in the employee's personnel file regarding the referral, noting the reasons for the referral and the date of notification. The employee shall sign an acknowledgment that the referral is made and that the memo accurately states the existing problem. The acknowledgment will be placed in the employee's personnel file.

4. Employees are eligible for three sessions at one hour each and may be eligible for ten sessions at one hour each for family counseling. The need for family counseling must be identified during the first three individual counseling sessions.
5. The District Service Provider will bill the assistant superintendent's office for sessions when an employee utilizes the program. Billing does not identify employee or family.
6. Additional leave benefits may be available under FMLA.
7. The Supervisor shall check with the District Service Provider to see if the employee attended the sessions.

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06/97
03/08/10