



Book	Policy Manual
Section	SECTION G - PERSONNEL
Title	Employee Assistance Program
Code	GBPA
Status	Active
Adopted	December 17, 2019

Employee Assistance Program

SCOPE AND PURPOSE

Dayton Public Schools recognizes that our employees and their families have unique needs. Dayton Public Schools is interested in the health and well-being of employees and is also concerned about the potential impact non-work related problems may have on an employee's job performance.

Effective January 1, 2020, Dayton Public Schools is offering an Employee Assistance Program (EAP) to all employees. This program is based on the premise that personal problems can negatively affect our lives and work situations. The objective of this program is to assist in reducing these problems and retain valued employees. If personal problems do affect work performance, the District has a responsibility to be concerned about the individual in relationship to the School District operations.

The EAP is an Employee Assistance Program that exists to promote individual and organizational improvement. The EAP provides confidential, professional counseling 24 hours a day, 7 days a week for Staff who have personal problems that could affect their job performance through a wide range of services including assessment, short-term counseling, referral, monitoring, special programming and workshops.

I. POLICY

1. This Policy applies to all employees of Dayton Public Schools and their household members.
2. The EAP program provides a confidential, professional, and clinical assessment for personal problems and workplace emotional/behavioral problems in order to form an Action Plan to guide the employee or family towards the appropriate level of care.
3. The EAP provides counseling, consultation, and motivation for the employee or family to take steps to resolve the personal or workplace problems as early as possible.
4. Supervisors in conjunction with Human Resources are encouraged to offer the EAP to employees as a tool for employees to help prevent or resolve the impact of any personal difficulty upon performance.
5. Employees are encouraged to seek assistance on their own initiative before personal difficulties begin to affect their work performance.
6. Employees who utilize the services of the EAP on their own are guaranteed full confidentiality within the limits of the law. Aggregate statistics will be compiled and maintained. No names will appear among those statistics.
7. Informational records created in the EAP will not be divulged outside the EAP without the written permission of the employee, unless required by law. EAP records are separate from the employee's personnel and medical file.
8. Participants of the EAP are not perceived to be a "qualified individual with a disability" as defined by the Americans with Disability Act Amendments Act (ADA, ADAAA).
9. Employees referred to and participating in the EAP will be expected to meet existing job performance standards and work rules. EAP is not a substitute for, nor does it preclude or alter disciplinary action.

II. PROCEDURE

I. Employee Assistance Program (EAP) Referral Types

Employees may obtain assistance through the Employee Assistance Program in one of the following ways:

1. Self-Referral

Employees having personal problems which can adversely affect job performance are encouraged to seek assistance through the EAP via a self-referral. Self-referrals occur at the employee's own initiative.

In these cases, all communication between the EAP staff and the employee will be held in the strictest confidence, unless the employee requests that others be notified or if disclosure is required by law.

The voluntary self-referral of an employee to the EAP is not reported to Dayton Public Schools.

2. Leadership Referral

Supervisors are to partner with their HR Business Partners to discuss the observations of employees that would warrant a leadership referral to the EAP. Human Resources will mandate the leadership referral.

For Leadership Referrals, supervisors must consider the following parameters:

- Mediation to resolve conflict
- Implementation of PIP or disciplinary action
- Concerns regarding personal or workplace safety

Examples of Job Performance Concerns that may warrant a leadership referral:

1. Declining Job Performance
 - a. Erratic performance
 - b. Missed deadlines
 - c. Decision-making ability impairment
 - d. Decreased effectiveness
2. Attendance Problems
 - a. Repeated tardiness
 - b. Excessive absenteeism
 - c. Excessive Sick Leave
2. Behavior Changes
 - a. Emotional outbursts
 - b. Conflicts with fellow co-workers
 - c. Overreaction to criticism
 - d. Uncharacteristic Anger/Belligerence

II. Utilizing EAP Sessions

The Employee Assistance Program offers 5 sessions per issue of assessment, short-term counseling, and referral services to employees and their household members.

1. Time away from work for utilization of the EAP should follow the normal channels of approval, unless it is due to a Leadership referral, then the initial session can be scheduled during working hours without using leave.
2. Additional sessions will be scheduled utilizing available leave in conjunction with the normal channels of approval.

III. Employee Assistance Program Cost

The EAP is a benefit to employees paid for by Dayton Public Schools. There is no cost to the employee or their household members for utilizing the service.

If a referral to an outside individual or agency is in order, the employee would be held responsible for that cost, either by utilization of their health insurance or by making other arrangements. The EAP representative will assist the employee in obtaining costs of referral resources and health insurance reimbursement information. The EAP representative, however, cannot be held accountable for this information.

III. OTHER RESOURCES AVAILABLE

Legal & Financial Resources	Work Life Resources	Child Care Resources	Elder Care Resources
Credit Counseling	Transportation Resources	Day Care Centers	Retirement Communities
Debt and Budget Assistance	Hardship Assistance	Family Day Care Homes	Elder Hostels
Foreclosure Prevention	Emergency Shelter & Food Banks	Back-Up Care	Service Center
Estate Planning	Housing and Moving Needs	Nanny Agencies	Assisted Living Facilities
Real Estate Matters	Consumer Information	Tutors	Nursing Homes
Wills	Travel Information	Public & Private Schools	Caregiver Support
	Wedding Planners	Summer Camps	
	Home Repair and Modification	Special Needs Resources	
	Identity Monitoring and Recovery		

CONCLUSION

The Employee Assistance Program exists to benefit the District, supervisors, and employees and their household members. Supervisors are encouraged to partner with Human Resources to refer their employees to the EAP. Early self-referrals allow an employee the opportunity to address their personal problems before they escalate and correct job deterioration before it becomes a major disciplinary problem.

[Anticipated adoption date: December 17, 2019]