

1. The Johnson City School District will enter into an agreement with an outside organization which is staffed with experienced professionals trained to perform all aspects of an Employee Assistance Program.
2. All employees of the school district, both full and part-time on a regular basis, may avail themselves of these services.

Members of the Board of Education and any employee on a retainer, such as the school attorney, physician, etc. may avail themselves of these services.

All substitute teachers, permanent and contractual, may avail themselves of these services.

Census workers, poll clerks, ticket takers, referees, occasional substitutes for either the instructional or non-instructional staff, and any other part-time employees not working on a regular basis are excluded.

3. All members of the immediate family residing within the household of an eligible employee, as listed above, are also eligible to participate in the program.
4. The school district assures all employees that if personal problems are the cause of unsatisfactory job performance, that the district supports them and has established an available confidential resource to assist in resolving such concerns. This assistance may be in the form of a suggested referral by a school district administrator or supervisor to the Employee Assistance Program.
5. Use of the Employee Assistance Program is on a confidential basis and all employees are assured that his or her job will not be jeopardized due to involvement with the program. Any disciplinary action due to poor job performance will be based on the school district's job performance standards.
6. All records and discussions of personal concerns will be handled in a confidential manner. All records will be retained by the contractor providing the service and will not become part of the employee's personnel file. No information on an individual's use of the Employee Assistance Program will be released without the individual's written permission.
7. Employees who have personal concerns which they believe affect their work performance are encouraged to voluntarily seek assistance and information on a confidential basis by contacting the Employee Assistance Program.
8. It will be the responsibility of the employee to comply with referrals for diagnosis of his or her personal concerns and to cooperate and follow the recommendations of the Employee Assistance Program counselors.

9. The cost of the services, which basically provides assessment, short-term counseling and referral is paid by the school district. Costs incurred as a result of referral beyond the Employee Assistance Program will be the responsibility of the individual.
10. All eligible employees will be provided with a booklet that outlines, through questions and answers, the services available.
11. All new employees will be provided a booklet at the onset of employment.
12. Administrators and supervisors shall discuss the Employee Assistance Program with all employee groups on a periodic basis to make sure that all employees are cognizant of the program.