

MONONA GROVE SCHOOL DISTRICT

Board Policy 523.3

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

The Monona Grove School District is vitally interested in helping employees and/or their family members who have or who may develop behavioral/medical problems (e.g., alcoholism, drug addiction, emotional disturbances) before such conditions become so advanced that the employee becomes unemployable.

The Monona Grove School District recognizes that if behavioral/medical problems are diagnosed and properly treated before they become too advanced, a high percentage can be resolved. It is also recognized that because such problems are often misunderstood by the affected individual, their family, employer and associates, potential recovery opportunities are missed.

Therefore, it is the policy of the Monona Grove School District, in cooperation with all employee groups, to provide an employee and family assistance program (EFAP) which will encourage early diagnosis and treatment of behavioral/medical problems.

The objectives of the program include:

1. To provide support and assistance for troubled employees and their families.
2. To reduce the amount of time it takes for an employee or family member to seek assessment of potential behavioral/medical problems.
3. To train volunteer employees to act as intermediaries between troubled employees and the professional assistance available.
4. To disseminate program information to employees and their families.
5. To establish the means to utilize the services of the existing community treatment agencies.
6. To affect a reduction in employee absenteeism.
7. To establish an administrative body to ensure the continuation of services to employees.
8. To reduce the impact of a troubled employee on fellow employees and students.
9. To establish a management and union alternative for helping employees whose job performance is affected by troubled family members.
10. To provide ongoing management, union and coordinator training in EFAP.

11. To provide ongoing encouragement and information regarding self-referral of employees and family members into the EFAP.
12. To ensure appropriate health benefits for behavioral/medical problems.

The EFAP shall operate within the following guidelines and procedures.

1. Participation in the program shall be completely voluntary and shall be kept confidential to the extent permitted by law.
2. The program is designed to provide referrals, not treatment.
3. The Monona Grove School District recognizes that an employee's family members who suffer from behavioral/medical problems can affect the employee's job performance.
4. Behavioral/medical problems are recognized as illnesses to be treated in a like manner as any other illness.
5. The program is designed to assist the employee or family member in making a self-referral for professional assistance.
6. No employee with a behavioral/medical problem shall have his/her job security or promotional opportunities jeopardized by his/her request for diagnosis and treatment or a request made by a member of his/her family on his/her behalf.
7. It is the employee's or employee's family member's responsibility to seek assistance through the resource coordinators or by contacting the designated screening agency.

This policy is enacted to assure employees and their family members who have or who may develop a behavioral/medical problem that their problem will receive equal understanding as well as fair and equitable treatment.

This policy is enacted to assure that management and the unions have appropriate services available to offer troubled employees. The EFAP is not intended to replace any on-going disciplinary action. This policy is intended to reduce the incidence of a troubled employee negatively affecting fellow employees or students.

CROSS REFERENCE: Employee Agreements

BOARD APPROVAL: December 13, 2000