

**Employee Assistance Program**

**Code #523.03**

The Tri-County Area School District Board of Education is dedicated to promoting the health and welfare of its employees. The Board believes that an Employee Assistance Program (EAP) enhances a healthy and productive work environment and, therefore, promotes achievement. The EAP offers confidential and professional services to assist employees and their immediate family in resolving personal or job-related concerns.

Employees are expected to be in suitable mental and physical condition to be at work and to perform their jobs satisfactorily. When personal concerns, including the use of alcohol or illegal drugs, interferes with an employee's ability to meet such expectations, employees are encouraged to utilize the EAP. Participation in the EAP, on a voluntary basis, will not jeopardize the employee's employment. Employees can contact the EAP directly. Their contact, participation and any recommended treatment is confidential and will not be disclosed to the District.

Employees may be referred to the EAP by their supervisor on the basis of job performance problems. When the employee follows through with the referral, the supervisor will be notified that the employee has made contact, but the exact nature of the problem will not be disclosed.

The Board has developed the following goals relating to the District's Alcohol and Drug-Free Workplace Policy and Employee Assistance Program:

1. To maintain a drug-free, safe working environment for all employees.
2. To ensure that employees' reputation as good, responsible citizens worthy of the responsibility entrusted to them is maintained.
3. To reduce the possibility of accidental injury to person or damage to property.
4. To reduce absenteeism, tardiness and indifferent job performance.

**Legal Reference:** Sections 120.13(1)(a), 121.02 (1)(i), and 125.09, Wisconsin Statutes; Chapter 961 Wisconsin Statutes  
Drug Free Workplace Act of 1988  
34 CFR Part 84, subpart F

**Cross Reference:** 511.00, Equal Employment Opportunities  
522.01, Alcohol & Drug Free Workplace  
546.02, Suspension and Dismissal of Support Staff

Prior Approval:	N/A
Attorney Review:	March, 2016.
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