

PersonnelEmployee Assistance Program

The Brookfield Board of Education recognizes that in order to achieve its stated goals and objectives it is essential that all staff members, both certified and non-certified, perform their duties at an optimum level of efficiency. However, it also recognizes that a wide range of problems not directly associated with an employee's job function can have an adverse effect on an employee's job performance. Accordingly, the Board believes it is in the best interest of the employee, the employee's family and the school system to provide a service which can deal with problems affecting job performance. For this reason, the Brookfield Board of Education will support an Employee Assistance Program.

Guidelines for the administration of the Brookfield Public Schools' Employee Assistance Program are:

I. SCOPE

- A. Availability: The Employee Assistance Program is available to any staff member employed by the Brookfield Board of Education and members of their immediate families.
- B. Areas of Assistance: The Employee Assistance Program will provide for a wide range of personal problems that may be manifested in any of the following ways:
 - 1. Physical illness
 - 2. Mental or emotional illness
 - 3. Marital and family problems
 - 4. Alcoholism
 - 5. Drug abuse
 - 6. Financial or legal problems
 - 7. Other stress related illnesses
- C. Services Provided: The purpose of the Employee Assistance Program is to provide at no cost to the employee:
 - 1. Early identification
 - 2. Motivation to seek assistance
 - 3. Assessment counseling
 - 4. Referral to appropriate resources, as necessary
 - 5. Appropriate follow-up services

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- D. Cost of Services:
 - 1. Services are provided by the EAP agency at no cost.
 - 2. Costs of treatments or assistance from outside agencies are the employees' responsibility and may be covered wholly or in part by existing insurance benefits.
 - 3. Available sick leave may be utilized for required treatment or rehabilitation.

- II. PROCEDURES:
 - A. Voluntary: Self-referral may be initiated at any time by calling the Employee Assistance Program directly.

 - B. Referral: Supervisors may refer employees.
 - 1. When job performance may be adversely affected by personal problems.
 - 2. When an on-the-job incident indicates possible presence of a problem.

 - C. Participation: Utilizing the services offered by EAP will not jeopardize job security or promotional opportunities.

- III. RESPONSIBILITIES:
 - A. Employee:
 - 1. Participation and follow through are the option and responsibility of the employee.
 - 2. Employees are responsible for scheduling counseling and other appointments outside of working hours.

 - B. Supervisory:
 - 1. Supervisors are responsible for informing employees of availability of assistance through the EAP.
 - 2. Supervisors are responsible for informing employees when they are going to be referred.
 - 3. Supervisors are responsible for informing the EAP of when an employee has been referred.

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IV. CONFIDENTIALITY:

- A. Confidentiality will be assured at all times.
- B. In cases of self-referral, the school system will have no knowledge of the employee's participation in the program.
- C. In the cases of a supervisor's referral, the supervisor is informed only of the employee's participation and cooperation in the program.
- D. Only statistical information of a non-identifying type will be shared with the Board for general review.

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BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut