

EMPLOYEE ASSISTANCE PROGRAM

FILE: GBGC

TITLE: Employee Assistance Program

POLICY:

- (1) The School Board of Orange County, Florida ("Board") shall provide for an employee assistance program ("EAP") which shall guarantee the anonymity of the employee. This program shall include, but not be limited to, referral for counseling for drug and alcohol, family counseling, financial counseling, and psychological counseling to the contracted benefit provider and/or the EAP itself.
- (2) Employees are responsible for maintaining an acceptable level of satisfactory job performance and attendance whether or not they are participating in the employee assistance program.
- (2) Benefited employees and/or dependents covered under any Board medical plan who need help in order to resolve a problem are encouraged to voluntarily seek assistance on a confidential basis through the employee assistance program.
- (3) When an employee's problems result in a noticeable decline in the employee's work performance that is not correctable through usual supervisory procedures, the confidential services of the employee assistance program may be recommended by Employee Relations in collaboration with the supervisor. The employee will be assisted in resolving those problems in a manner consistent with good management practice, without altering or amending any of the rights or responsibilities of the employee or of the Board. If any employee is referred by Employee Relations, Employee Relations will be informed by the employee assistance program whether or not the employee has contacted them and is participating in the program. Work performance which does not improve within reasonable time periods established by the supervisor will be handled in accordance with standard personnel policy.
- (4) In instances where it is necessary, time off may be granted for treatment or rehabilitation consistent with applicable Board rules and procedures.

SPECIFIC AUTHORITY: Section 1012.22, Florida Statutes

ADOPTED: 11/17/08

REVISED: 9/27/16