

3170.01 - EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Wauwatosa School District offers staff members an Employee Assistance Program (EAP) to alleviate and, if possible, eliminate personal problems which may adversely affect job performance. The EAP benefits include problem assessment and referral.

Although the District will assist a staff member to the extent feasible through the Employee Assistance Program, the Board cannot guarantee that the staff member's personal problems will not impact adversely the staff member's employment status through disciplinary procedures.

The Director of Human Resources (DHR) administers the EAP for the District.

Eligibility

The program is available to all regular employees and to anyone living in a regular employee's household.

Referrals

Individuals may seek assistance on their own, for themselves or individuals living in their household. Supervisors, who are trained in the identification of problem behavior and use of the EAP, may also make referrals.

Confidentiality

All referrals to the EAP and records of participation will be confidential and will not become a part of an employee's personnel file.

Participation

Participation in the program does not jeopardize an employee's job security, promotional opportunities or reputation. Nor does the program alter existing administrative policy or contractual agreements; normal disciplinary or termination procedures are related to job performance, regardless of EAP participation.

*Approved/Adopted: July 13, 2009
Revised: August 29, 2011
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