

Personnel

Employee Assistance Program

The Rockford Public Schools care about the well-being of its employees and recognizes that a variety of personal problems can disrupt their personal lives. For instance, alcoholism is a treatable disease with devastating effects on one's personal health, family, and work. Drugs, family problems, and emotional distress can have similar effects. Most people solve their problems either on their own or with the advice of family and friends; however, sometimes people need professional advice. The District, through its Employee Assistance Program (EAP), provides access to professional counseling services for its employees, and those in need of professional assistance are encouraged to use it.

The Rockford Public Schools recognizes that it has no right to interfere unless an employee's personal problems adversely affect his/her job performance. When an unsatisfactory performance occurs, a supervisor will encourage the employee to solve his/her problems on their own or with the assistance of EAP services.

The Employee Assistance Program (EAP) operates within the following framework:

1. A wide range of problems may affect an employee's job performance adversely. These include alcohol and drug addiction, marital and family difficulties, and emotional problems. The EAP will assist employees to resolve these problems and others for which employees may seek help.
2. Employees' current jobs and future advancements will not be jeopardized by using EAP services.
3. As with all health and personnel documents, EAP records will be maintained in a confidential manner.
4. When necessary, sick leave may be granted for rehabilitation on the same basis as it is for other health problems, as recommended by the EAP staff in conjunction with the Assistant Superintendent for Human Resources.
5. Employees will be responsible for the complying with the EAP service recommendations and treatment plans.
6. EAP services will also be available to an employee's immediate family

Adopted:

July 8, 1997