

EMPLOYEE ASSISTANCE PROGRAM

The School District of West Salem has a strong commitment to providing a safe workplace for employees and to establishing programs promoting high standards for employee health and safety. While the district has no intention of intruding into the personal lives of employees, the district does recognize that personal concerns, including serious involvement with alcohol or illegal drugs, eventually takes a toll on job performance.

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, the employee will be offered assistance. Participation in the Employee Assistance Program (EAP), on a voluntary basis, will not jeopardize the employee's employment. Employees can contact the EAP directly. Their contact, participating in the EAP 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 drug-free workplace policy and employee assistance program:

1. To establish and 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 property.
4. To reduce absenteeism, tardiness and indifferent job performance.

LEGAL REF.: Drug-Free Workplace Act of 1988
34 CFR Part 85, Subpart F (Regulations
Implementing Drug-Free Workplace Act)
Drug-Free Schools and Communities Act Amendments
of 1989

CROSS REF.: 522.1, Drug-Free Workplace
522.1-Rule (2), Employee Discipline/Referral
Procedures

APPROVED: October 1990

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