

# Series 400 – Employees

Policy Title: EMPLOYEE ASSISTANCE PROGRAM

Policy Code No. 408.9

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Employees of the Newton Community School District may seek assistance without prejudice in matters concerning alcohol, controlled substances and disruptive life changing occurrences. District administrators and supervisors will intervene in cases in which an employee displays behaviors commonly associated with alcohol, controlled substances or disruptive life changing occurrences. Conferences, with written follow-up that includes offer of assistance, will take place between District administrators and/or supervisors and the employee. Employee Assistance Plan(s) will be made known and discussed with the employee. Employees may on their own request such assistance as they perceive a personal need in regard to these same situations. Follow-up assistance upon returning to work after having completed a counseling and/or treatment/rehabilitation program will be based upon recommendation of the program presenters and will be requested by the District at the time the employee is dismissed from the program.

Building Principals will work in concert with Central Office Administrators to develop necessary Employee Assistance Plans.

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Review Date	04/27/2009
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Legal Ref.:

Cross Ref.: