

**EMPLOYEE ASSISTANCE PROGRAM**

**Purpose & Goals**

The Hope-Page School District provides an Employee Assistance Program to assist employees in obtaining help to resolve problems such as physical illness, mental or emotional illness, alcohol abuse or alcoholism, drug abuse or dependency, or personal problems such as those of a marital, family, or financial nature in an effective and confidential manner. This service will provide information for counseling and treatment referral in a confidential manner, and its intent is to motivate employees to seek help at an early stage and follow through with prescribed treatment.

This program recognizes that the primary obligation to seek assistance and to resolve the problem rests with the employee. Use of the program shall have no impact on the employee's job security or promotional opportunities.

**Enforcement & Training**

The Board instructs the Superintendent to develop procedures and regulations to implement this policy.

Supervisors and the Business Manager will implement this policy in such a manner that no employee will have his/her job security or promotional opportunity affected by the use of the Employee Assistance Program.

This policy, and any related procedures, will not alter or supersede the normal employment rules, policies, regulations, corrective disciplinary procedures, performance evaluation, guidelines, and/or provisions of collective bargaining agreements. The employee's right to confidentiality will be protected.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DGB-BR, Employee Assistant Program Procedures

**End of Hope-Page School District #85 Policy DGB..... Adopted: 12/16/20**