

North Orange County Regional Occupational Program

Policy

ROP BP 4159

All Personnel

4259

4359

EMPLOYEE ASSISTANCE PROGRAMS

The Governing Board recognizes that employees may have personal problems which can have detrimental effects upon job performance and student safety. Many personal problems are easier to resolve when they are addressed early, before they reach disabling proportions. The Board encourages employees to seek help when such problems exist and to take advantage of the resources that are available to assist them.

Employees shall have confidential access to information about community resources that address personal problems. This information shall be available, on a voluntary basis, to all employees, spouses and dependents.

Management and supervisory staff shall be knowledgeable about the ROP's employee assistance program. When there are indications of declining performance, attendance problems, or on-the-job behavioral problems, supervisors shall consult with the Director, Human Resources, to explore the resolution of such problems.

Participation in the employee assistance program will not jeopardize the employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

Adopted: August 22, 2001