

## Operational Services

### Exhibit – Employee Assistance Program (EAP) Policy

Lincoln School District #156 recognizes that a wide range of daily life issues and concerns can have an effect on an employee's health, well-being and job performance. Moreover, these issues can affect employees on any level and in any occupation. If left unaddressed, issues can become problems that escalate to a point where the employee's personal well-being and/or job performance can be adversely affected.

Lincoln School District #156 believes that it is in the best interest of the employee, the employee's family, (the union), and the company to provide an Employee Assistance Program (EAP) to help with issues of daily living by providing confidential and professional assessment, short-term counseling and/or referral services, information and resources. The objective of this program is to assist employees in a manner consistent with good business and professional practice.

Without amending any of the rights or responsibilities of the employee or the company, it is the policy of Lincoln School District #156 to handle such employee situations within the following framework:

1. Lincoln School District #156 recognizes that issues of daily living can be successfully addressed if identified and employees are provided with appropriate services, information and resources. This applies whether the issue involves a dependent care situation, mental or emotional concern, financial problem, marital or family distress, alcoholism, drug abuse, stress, legal problem, or other concern.
2. Employees who have a concern are encouraged to voluntarily seek assistance on a confidential basis by directly calling the EAP or visiting the EAP web site. Family, fellow workers, union representatives, or other concerned individuals can also suggest that an employee contact the EAP. Employees who choose voluntarily to use the EAP are assured that their continued employment and employee status will not be jeopardized by utilizing the EAP or following its recommendations.
3. When an employee's job performance or attendance is unsatisfactory and the employee is unable or unwilling to correct the situation either alone or with normal supervisory assistance, this is an indication that there may be some cause outside the realm of his or her job responsibilities which is the basis of the problem. In such instances, the employee's supervisor is encouraged to use the EAP as a referral resource to help the employee address personal issues that may be impacting job performance. It is the employee's choice whether to follow the recommendation of their supervisor to use the EAP program as it is their choice to sign a Release of Information allowing EAP feedback about EAP compliance to the Lincoln School

District #156. It is not a requirement of their job or a condition of employment. Likewise, it is also the employee's choice to follow the recommendations of the EAP, if the EAP is accessed. In the case of an employee being referred due to job performance issues, job action can be taken only as it relates to job performance, not EAP compliance. (See provision #4 of this policy for cases in which EAP compliance can be considered in job action). An employee's refusal to use the EAP is not, in itself a cause for disciplinary action. At the same time, the Employee Assistance Program is not a substitute for appropriate discipline, no a basis to compromise applicable rules, regulations, working agreements or a safe, healthy or efficient operation. Participation in the Employee Assistance Program will not excuse substandard job performance and discipline will not be used as retribution for refusal to use the EAP program.

4. In the event of a company violation that is grounds for termination, the Lincoln School District #156 may consider returning the employee to duty pending completion of certain requirements, one of which may be to be assessed by the EAP and comply with all EAP recommendations. In these instances, as a condition of consideration for continued duty or return to duty, the employee will be expected to sign a Release of Information allowing the EAP to communicate with Lincoln School District #156 representative about compliance with all EAP recommendations, including EAP monitoring of compliance for a specified period of time. Only in these cases may EAP feedback to the Lincoln School District #156 be used in taking job action.
5. There is no charge to the employee for the assessment or short-term counseling services provided by the AP staff. If a referral for further assistance is made and accepted, the cost of such assistance is the employee's responsibility, except as may be covered in a manner by the employee's health care insurance program. These financial considerations will be discussed with the employee in advanced of the referral by the EAP staff. Any necessary time off from work, which is rare, will be handled accordingly to existing Lincoln School District #156 policies.
6. This program is available to family members who impact the employee.

All EAP records and discussion will remain confidential between the employee and the EAP staff unless the employee authorizes disclosure or as otherwise required by law. EAP participants files belong to PERSPECTIVES, and will not be included as part of the employee's personnel or medical records.

Adopted: December 19, 2011