

REVISED POLICY - VOL. 27, NO. 1

EMPLOYEE ASSISTANCE PROGRAM (EAP)

| The ~~School~~-**Governing** Board believes that early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

| The ~~Corporation~~-**Career Center** encourages the earliest possible diagnosis and treatment for alcoholism and drug abuse and supports sound treatment efforts. Whenever feasible, and subject to the limitations described here, the ~~Corporation~~-**Career Center** will assist staff members in overcoming their alcohol or drug abuse problems. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual staff member's responsibility.

**Self-Referral**

| Staff members with personal alcohol or drug abuse problems should request assistance from \_\_\_\_**the Executive Director's Office**\_\_\_\_\_  
(coordinator of the assistance program or administrator). Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services. Staff members who, in dealing with alcohol or drug abuse problems, voluntarily request assistance through the EAP may do so without jeopardizing their continued employment with the ~~Corporation~~-**Career Center subject to compliance with Board Policy 4122.01 - Drug-Free Workplace.**

| ~~Corporation~~-**Career Center** Referral

- | (X ) Staff members who test positive for alcohol and/or drug use/abuse and who are referred, at ~~Corporation~~-**Career Center** request, for counseling or treatment will be limited to \_\_1\_\_ opportunity(ies) for counseling or treatment to cease the use of alcohol and or drugs.
- | X **A repeated positive test for the use of illegal drugs will result in immediate termination.**

### Special Considerations

All ~~Corporation~~Career Center-requested staff member treatment and counseling will require, at a minimum, that the staff member immediately cease any alcohol and/or drug use/abuse and that the staff member be subject to periodic unannounced testing for a 12 month period following enrollment in the program. Undergoing treatment or counseling for the first time, at the ~~Corporation~~Career Center's request, will normally not jeopardize a staff member's employment. However, the ~~Corporation~~Career Center will be required in certain safety-sensitive situations to remove from certain duties, such as driving a school bus. If other work cannot be found, the staff member's employment will be terminated.