



ADMINISTRATIVE POLICY NO. 507

EMPLOYEE ASSISTANCE PROGRAM (FEBRUARY 2007)

Prairie Spirit School Division is committed to the principle of assisting in the rehabilitation of competent employees. It may be more beneficial than terminating their services because of serious declining work performance due to problems related to health, financial, legal, or abuse of alcohol or other drugs. The School Division expects the employee to cooperate fully with all measures taken to help.

PROCEDURES

1. Responsibility of Immediate Supervisor

- a. Identify job performance decline as soon as possible.
- b. Assist the employee to recognize and acknowledge job performance decline.

2. Responsibility of the Superintendent Human Resources

- a. Assist the employee to overcome or manage the problems that cause job performance decline.
- b. Assist the employee in finding appropriate consulting services.
- c. Provide supportive counsel during the period of recovery and follow-up.
- d. Assure the employee of the confidentiality of the program.