



## Administrative Procedures

<b>AP-507</b>  EMPLOYEE ASSISTANCE PROGRAM	<b>Date of implementation:</b> February 2007
	<b>Date of review:</b> January 10, 2024
	<b>Related Administrative Procedures:</b>

**Purpose:** The 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 Division expects the employee to cooperate fully with all measures taken to help.

**Procedure:**

- 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 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.