

General Policy - Employee Assistance Program

Policy:

Bismarck State College will provide assistance, in a strictly confidential manner, for regular employees and their families who are experiencing problems relating to physical illness, mental or emotional illness, marital or family relations, alcoholism, drug abuse, and other concerns.

Purpose:

1. The program can be an effective management tool for restoring an employee to full productivity.
2. The program can help an employee find his/her own solutions to personal problems with or without knowledge of his/her supervisor or fellow workers.
3. The program provides an avenue of hope and rehabilitation for valued employees.

Phases:

1. Identification by the supervisor of a continuous job performance/behavior or medical problem or recognition by an employee of a personal problem.
2. Referral may be made by the supervisor or the employee may, on their own, contact the Employee Assistance Program for professional help.
3. Diagnosis and treatment by professionals within the community who are trained to properly diagnose and treat performance/behavioral/medical problems.
4. Treatment and follow-up as needed to resolve the problem.

Supervisor Responsibility:

1. Identify performance problems; offer assistance to secure appropriate treatment and whatever support and follow-up is needed during the treatment phase.
2. Documentation of the status of job performance and efforts to provide assistance should be maintained.
3. Regardless of whether the employee accepts or refuses the offer of help, if his/her job performance and/or other problems continue regular disciplinary policy and procedures apply.

Limits and Regulations:

1. No employee will have job security or promotional opportunities jeopardized by coming forward to request counseling or referral assistance.
2. In instances where it is necessary, annual and/or sick leave shall be granted in accordance with established policy.
3. Since employee job performance can be affected by problems of an employee's spouse or other dependents, the program is also available to the families of the employee.
4. In cases where direct family involvement is required for effective treatment, use of spouse or dependents' available sick leave, annual leave or leave of absence without pay may be allowed by the supervisor and/or the President of the College.

EAP Information:

1. Information, orientation, training, mailings, etc. will be handled periodically by the contracting EAP agency.
2. Further information or assistance may be obtained from the Human Resources Office in the Office Annex.

References:

North Dakota Personnel Policy 5-3-1.

History of This Policy:

First policy draft June 28, 1994; August 6, 1997; November 8, 2001.