

Regulation GBGC

Las Cruces Public Schools

Related Entries: GBGC

Responsible Office: Associate Superintendent for Human Resource Development

Employee Assistance/Wellness Program

I. PURPOSE

To set procedures for the implementation of LCPS Policy GBGC: Employee Assistance/Wellness Program

II. DEFINITIONS

1. “EAP” means the district’s Employee Assistance Program.

III. PROCESS

A. The LCPS Employee Assistance Program (EAP) shall assist employees as they deal with emotional issues which arise from personal or professional challenges.

B. The EAP shall provide confidential short term counseling to identify the employee’s problem and, when appropriate, to make a referral to an outside agency or program that will assist the employee in resolving his/her problem.

C. The EAP offers screening, counseling and/or referrals for employees based on the need and severity of the situation for issues such as:

- Grief or loss issues
- Anxiety or depression
- Couples or family issues
- Substance abuse
- Legal or financial issues
- Other issues as needed.

D. All referrals are confidential and will be held in the utmost confidence. Referrals, meetings and utilization of EAP services will not be entered into the official school personnel files unless they are part of a growth plan or other disciplinary process and then only the meetings will be documented rather than the detail of what was discussed.

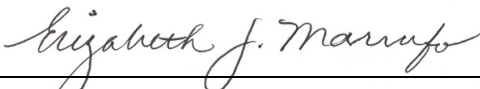
E. To access the EAP’s services, employees may call 575-527-6028 and leave a private message.

F. Supervisors may contact the EAP’s office for consultation about issues concerning employees and/or encourage employees to utilize the EAP when they are experiencing physical, mental or emotional problems which are or have the potential of affecting job performance.

- G. The EAP works in conjunction with others which may include law enforcement, mental health hospitals, as needed to address any employee who is a danger to himself or others.
- H. To protect students and staff from exposure to unhealthy substances, the district maintains a tobacco- and alcohol-free schools policy that prohibits all tobacco use and alcohol use on school grounds by students, staff members and school visitors (policy ADC) and a drug-free/alcohol-free workplace policy (GBEC).
- I. Coordinated by the district Health Services staff, district employees will be offered flu shots and other immunizations annually in collaboration with outside agencies.
- J. The district shall disseminate information, build awareness, provide health education, and support health-promoting activities that focus on skill development and lifestyle behavior change for staff members.
- K. To prevent communicable diseases, staff is trained on proper disease prevention procedures using universal precautions (GBGAA).
- L. The district minimally ensures an equitable work environment and meets the Americans with Disabilities Act, Part III (Policy AC, Non-Discrimination).

IV. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.



Dr. Elizabeth Marrufo
Associate Superintendent for Human Resource
Development

September 15, 2015

Date Approved

History: Formerly Policy 252; Revised 01.30.07, 12.09.14, 9.15.15

Legal Reference: NMSA 61-9A-27: 32A-4-4; 32A, Articles 3A, 3B, 11, 17: 42U.S.C12181, CFR 42, Part 2-21, 2.2, Section 27-7-1, 42 USC 5101