

POLICY GBGC

Board of Education Las Public Schools

Related Entries: GBGC-R
Responsible Office: Chief of Human Resources Development

Employee Assistance/Wellness Program

I. PURPOSE

The purpose of Policy GBGC is to provide programs and services that support and improve the health of LCPS employees.

II. BACKGROUND

- A. The Board of Education believes that a wide range of issues, some not necessarily associated with an employee's job function, can affect a person's job performance. In addition, job-related issues can cause stress in the workplace, which could also negatively affect the work environment. The Board recognizes that encouraging employees to pursue healthy lifestyles may result in greater personal commitment to the district's overall coordinated school health approach.
- B. Employee assistance services shall provide district employees a safe and helpful path to obtain information and access to services and providers for good health and a return to productive service within the district.

III. POSITION

- A. The district shall provide an Employee Assistance/Wellness Program (EAP) to all staff who may be experiencing serious life issues and mental health problems that may affect their individual job performance and/or personal well being.
- B. Employees will be offered assistance through EAP with the resolution of issues in a confidential manner, commensurate with applicable federal and state statutes and regulations.
- C. Employees who have physical, mental, and/or emotional problems that impact, or have the potential of impacting, their job performance are encouraged to seek help through EAP services and in doing so, shall have their privacies protected by the District. Employees shall not ~~be~~ be subjected to stigmatization in his/her employment, loss of job or mistreatment by ~~their~~ his/her supervisor for utilizing employee assistance services.
 - 1. Supervisors shall not require employees to take paid or unpaid leave in order to contact or visit the EAP.

2. The employee must make reasonable efforts not to disrupt the school/working environment when seeking EAP services. Employees must give reasonable notice and seek permission from their supervisor to visit EAP during working hours.
 3. Supervisors shall not unreasonably deny permission to visit the EAP.
- D. The EAP shall maintains the most stringent levels of confidentiality; however, in certain circumstances, confidentiality cannot be protected if suspected child or elderly abuse and/or neglect is suspected, or if there is a suspicion of harm to self or others.
 - E. The EAP is intended to help employees experiencing life issues and problems that may jeopardize an employee's health by providing information and access to services and providers. The problems may include, but are not limited to: alcoholism, drug abuse, emotional or other concerns such as health, family, financial, legal, grief and loss, or vocational difficulties. Behavioral disorders and mental health problems are also recognized as an illness.
 - F. LCPS supervisors shall serve as employee advocates in seeking EAP consultations and referrals. Supervisors may receive consultation from the Employee Assistance Program personnel as to the appropriate referral process for employees in need of or seeking information and/or services.
 - G. EAP staff shall be made available to provide information on EAP services during professional development training at ~~to~~ schools, departments, and groups of staff for the purpose of maintaining a positive, healthy work environment.
 - H. This Policy shall not limit or restrict the ability of the district to take disciplinary action against an employee found to be in violation of laws, rules, policies, directives or regulations whether or not the employee utilized the services of the EAP. In addition, employees unable to or unwilling to perform the essential functions of his/her job may be terminated or discharged in accordance with the applicable law and with Board policies even for physical or mental conditions in which the employee is receiving services and information from EAP.
 - I. The Superintendent shall encourage school personnel to promote healthy lifestyles for staff who serve as role models for students.
 - J. The Superintendent shall promulgate a regulation for the implementaiton of this policy.

IV. REVIEW

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

Maria A. Flores

Board of Education, President

Sept. 1, 2015

Date Approved

History: Formerly Policy 252; Revised 01.30.07; Revised 12.09.14; Cuddy Review 08.26.15; 09.01.15

Legal Reference: NMSA 61-9A-27; 32A-4-3; 32A, Articles 3A, 3B, 11, 17; 42U.S.C.12181, CFR 42, Part 2 - 2.1, 2.2, Section 27-7-1, 42 USC 5101