

PERSONNEL
EMPLOYMENT RELATED ACCOMMODATIONS

Employee Assistance Program

The New Jersey School Boards Association recognizes that its employees represent its most valuable resource and that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Upon annual approval of the budget, the Association may establish an employee assistance program. Through the employee assistance program (EAP), NJSBA provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling and referral to appropriate community and private services. This benefit is provided by NJSBA.

There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Nothing in this policy is to be interpreted as constituting a waiver of the Association's right and responsibility to take disciplinary measures in the case of misconduct or failure to maintain job performance.

Authority: BD 5/05