

EMPLOYEE ASSISTANCE PROGRAM

- 1.0 Program participation is voluntary.
- 2.0 Available services are provided by the District's employee assistance counselors to employees and eligible family members as follows:
 - 2.1 Each employee is entitled to four (4) free visits each contract year which may be used by himself/herself, his/her spouse, or an individual who regularly resides with the employee.
 - 2.2 Additional visits are available at a reasonable charge to be determined annually by the Chief Human Resources Officer.
 - 2.3 Some problems, due to their extended or serious nature or due to substance abuse, may require a referral to an outside source. If, as a result of a program referral, there are costs that exceed those covered by the employee's insurance benefits, these additional costs shall be the responsibility of the employee.
 - 2.4 Program services shall be available consistent with the employee assistance program brochure, as may be modified from time to time.
- 3.0 In instances where it is necessary, leave shall be granted as provided by District policy, master agreements, or by the Superintendent.