

Branch Intermediate School District

EMPLOYEE ASSISTANCE PROGRAM

Windward Employee Solutions

1-888-381-2192

It is the policy of the Branch Intermediate School District not to discriminate on the basis of race, color, gender, religion, national origin or ancestry, age, marital status, disability, height, weight, and/or any other legally protected characteristic in its educational programs, activities, or employment.

Inquiries: Administrative Assistant
for HR/Payroll
(517) 279-5743

Branch Intermediate School District
Employee Assistance Program Policy

The objective of the Employee Assistance Program is to reduce problems in the work force and to retain valued employees. We recognize that problems of a personal nature can have an adverse effect on an employee's job performance. It is also recognized that most personal problems can be dealt with successfully when identified early and referred to appropriate care. The Employee Assistance Program provides these services through special arrangements with counseling resources. The program deals with a broad range of human problems such as emotional/behavioral, family and marital, alcohol and other drugs, financial, legal, elder and childcare concerns, and other personal problems.

The program provides problem assessment, short-term counseling and where appropriate referral to other support services. The employer covers costs for the first appointment with the EAP counselor. Costs incurred for additional counseling and other services not provided by the EAP, by insurance, or other benefits are the responsibility of the employee.

The policy for use of this program:

1. Management is concerned with an employee's personal problems and how they affect him/her as a person as well as how the employee's well being influences his/her work performance.
2. The policy applies to all employees of the organization no matter their title or responsibilities.
3. The program is available to employees or their families on a self-referral basis since problems at home can affect the job performance of the employee. If employees or family members have personal problems that may benefit from assistance, they are encouraged to use the program.
4. Participants in the program will not jeopardize an employee's job security, promotional opportunities, or reputation.

5. All records and discussions of personal problems will be handled in a confidential manner. These records will be kept by the designated counseling resource and will not become a part of the employee's personnel file.
6. Employees will be encouraged to seek assistance to determine if personal problems are causing unsatisfactory job performance. If performance problems are corrected, no further action will be taken. If performance problems persist, the employee will be subject to normal corrective procedures.
7. All levels of management are responsible for using this program when appropriate to assist in resolving job performance problems related to personal problems.
8. Sick leave may be granted for treatment or rehabilitation on the same basis as for other health problems.
9. This policy does not alter or replace existing administrative or contractual agreements, but serves to assist in their utilization.

What is an Employee Assistance Program (EAP)?

An EAP is an employer-sponsored service providing confidential, professional assistance to help employees resolve problems that adversely affect their personal lives and/or job performance. **EAP means professional help in a confidential surrounding.**

Why is there a need for an EAP at the BISD?

Personal distress can complicate your life at home and at work. This type of distress may involve emotional stress, relationships, marriage, divorce, family, money, alcohol and other drugs, legal difficulties and more. These problems are resolvable, yet many individuals delay getting help because they're unsure of what to do or how to find help. To offer assistance, we have contracted with Human Capital Resources (HCR) to provide prompt and professional assistance to employees and their families. An EAP counselor will help you find the best way to resolve your problem.

Some important facts about your Employee Assistance Program:

- Your use of the service is ***Confidential***. Your employer is not made aware.
- It is safe. Using the service will not threaten your job, your reputation, or promotional opportunities.
- It is easy to use. Simply call the toll free help-line number at **1-888-381-2192**.
- There is no charge for the first appointment.
- Any household member can use it.
- It is professional. Only skilled counselors will help you. Every effort will be made to accommodate your preferences.

In the event you require assistance beyond that of the EAP, your insurance often may be used to assist in the expense of additional help.

It is not our intention to interfere with the personal lives of our employees. Rather, we have developed this Employee Assistance program to help our employees and families before personal distress hurts their health, happiness, and ability to work. We hope you and your family lead healthy and happy lives, but help is here if you need it.

How do your Supervisor and Union Representative fit into the program?

Supervisors and Union Representatives have worked cooperatively and encourage the use of the EAP. Their role is to offer assistance and to provide information about the Branch Intermediate School District Employee Assistance Program.