

**MEDICINE HAT SCHOOL DISTRICT #76**

**EMPLOYEE ASSISTANCE**

**BACKGROUND**

The Board wants to ensure that it has healthy employees.

**POLICY**

The district will provide guidance and assistance to all employees who may develop conditions affecting their job performance, and will aid them in gaining assistance before their condition renders them unemployable.

**GUIDELINES**

1. The role of the district in addressing debilitating conditions among employees is three-fold - clarifying procedures, providing information and education, and providing channels for referrals to community resources.
2. Concern about individual employee problems should be based only on unsatisfactory or deteriorating job performance and/or attitude.
3. The intent of this policy is preventive in that it attempts to correct job performance difficulties at the earliest possible time.
4. Confidentiality will be maintained at all times.

**Approved:  
September 7, 2004**

**Revised:  
June 19, 2012**