

# **455 EMPLOYEE ASSISTANCE PROGRAM**

## **I. PURPOSE**

The purpose of this policy is to recognize the need for providing employees support to assist in meeting their daily living needs.

## **II. GENERAL STATEMENT OF POLICY**

The district is concerned with the physical and emotional well-being of its staff. The district recognizes that personal daily living challenges and problems can be resolved successfully, provided they are identified in the early stages and receive professional support and attention through a referral process. The district will provide an employee assistance program for all employees to assist in meeting their physical and emotional needs.

## **III. PROCEDURE**

The district Human Resources Department will have available to staff the district's employee assistance program. Annually, the Human Resources Department will share with staff the services available through the employee assistance program.

Policy Adopted: 6/18/01  
Policy Revised: 3/20/17, 3/16/20, 1/23/23  
Alexandria Public Schools - No. 206  
Alexandria, Minnesota