

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYEE ASSISTANCE

ADOPTED: July 1, 1991

REVISED: November 8, 1993

352. EMPLOYEE ASSISTANCE	
1.Purpose	<p>The Executive Council recognizes that personal problems can adversely affect job performance. The general purpose of this policy is to assure any employee having a personal problem which an impact on his/her work the opportunity to address that problem through appropriate professional assistance. The program which has been developed from this policy is available to both employees and their immediate family members.</p> <p>The Executive Council acknowledges that the early recognition of personal problems can decrease the quality of job performance. This applies whether the problem is personal, marital, or family in nature including alcohol and/or other drug-related illness, financial concerns, or legal difficulties. With the inception of the Employee Assistance Policy, Middle Bucks Institute of Technology acknowledges its concern toward the protection of its most valuable assets, its employees and their immediate family members.</p>
2.Definition	<p>While the scope of the program offered through this policy covers a broad spectrum of problems, alcoholism and other drug related problems are specifically addressed as follows to avoid any misconceptions. Alcoholism and other drug-related problems are recognized as illnesses for which there is treatment and rehabilitation. Those illnesses exist when an individual's consumption of these drugs has repeatedly and progressively interfered with major areas of life functioning.</p>
3.Responsibility	<p>It will be the joint responsibility of the Director or his/her designee and the Employee Assistance Program (EAP) to inform employees and their families of employee assistance services.</p>
4.Guidelines	<p>Participation in the EAP will not affect future employment or career advancement, nor will participation protect the employee from disciplinary action emanating from substandard job performance.</p>

352. EMPLOYEE ASSISTANCE - Pg. 2

	<p>Employees and their immediate family members who voluntarily use the EAP will be provided with assessment, short-term counseling services, when appropriate, referral and follow up. The EAP will initiate no contact with management concerning these referrals.</p> <p>Employees demonstrating poor job performance may be asked by the Director to seek assistance through the EAP. The Director shall formally inform the employee of the deficiencies in job performance consistent with existing company policy.</p> <p>The Director may exercise the prerogative of advising the employee that s/he has a choice of availing himself/herself of the services of the EAP if there is a personal or family problem contributing to the poor job performance.</p>
--	--