

**All Personnel**

BP 4159(a)

4259

**EMPLOYEE ASSISTANCE PROGRAMS**

4359

The Governing Board recognizes that school district employees may have problems which can have detrimental effects upon job performance and student safety. The Board encourages employees to seek help when such problems exist and to take advantage of the resources that are available to assist them.

Employees shall have confidential access to information about the district's employee assistance program. This information shall be available to all employees and their spouses and dependents.

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 4020 - Drug and Alcohol-Free Workplace)*

*(cf. 5131.62 - Tobacco)*

Management and supervisory staff shall be knowledgeable about the district's employee assistance program and may counsel employees about the program, as appropriate.

Participation in the assistance program shall not jeopardize an employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

*(cf. 4032 - Reasonable Accommodation)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4161/4261/4361 - Leaves)*

*(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)*

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

*(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4261.1 - Personal Illness/Injury Leave)*

*(cf. 4315 - Evaluation/Supervision)*

*Legal Reference: (see next page)*

**EMPLOYEE ASSISTANCE PROGRAMS** (continued)

EDUCATION CODE

*35160 Authority of governing board*

*35160.1 Broad authority of school districts*

*44962 Leaves of absence for certificated employees*

*44964 Power to grant leaves of absence for accident, illness or quarantine*

*45190-45209 Resignations and leaves of absence for classified employees*

GOVERNMENT CODE

*8355 Certification to contracting or granting agency; requisites*

HEALTH AND SAFETY CODE

*104420 Providing information re: smoking cessation program*

UNITED STATES CODE, TITLE 41

*8101-8106 Drug-Free Workplace Act*

Policy

Adopted: November 1, 2005

Revised: October 16, 2018

**SAUGUS UNION SCHOOL DISTRICT**

Santa Clarita, California