

**EMPLOYEE ASSISTANCE PROGRAM**

The Board of Education recognizes that the problems of alcohol and other substance use/abuse affect every segment of society. The Board, in collaboration with South Colonie's collective bargaining units, will maintain an Employee Assistance Program that will provide appropriate, confidential prevention, intervention, assessment, referral, support, and follow-up services for South Colonie staff who seek assistance with alcohol and other substance use/abuse related problems, emotional problems, mental illness, and other human problems. All staff will be informed about the services they can receive through the Employee Assistance Program.

South Colonie recognizes that it has no right to intervene unless employees' personal problems adversely affect their job performance. When unsatisfactory performance does occur, the District's supervisory personnel will encourage employees to manage and move toward a resolution of their problems on their own or with help of the Employee Assistance Program.

Disciplinary measures for District staff are addressed in, among other statutes, Education Law Sections 1711(5)(e), 2508(5), 3031, 3020-a, and 913. Where the requirements of Drug-Free Workplace legislation apply, and in other situations deemed appropriate by the Superintendent, South Colonie staff will be referred to the Employee Assistance Program.

**Staff Development**

The Board recognizes that if the administrative, instructional, and support staff are to be responsible for implementing and modeling this policy, they must be trained about the components of an effective alcohol and other substance prevention program. Staff training will be an ongoing process including the following:

1. For all staff: (a) awareness of personal risk factors for alcohol and other substance use/abuse so that they may identify personal use/abuse problems and seek assistance, and (b) their role in implementing this policy, including how to identify students who exhibit behaviors or who are using/abusing alcohol and other substances, and how to refer these students to the appropriate services established by this policy.
2. Additionally for teachers: the knowledge and skills necessary to implement South Colonie's K-12 alcohol and other substance prevention curriculum.