

**Policy 4359: Employee Assistance Programs**

**Status:** ADOPTED

**Original Adopted Date:** 11/13/2013

The Board of Trustees 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 - Suspension/Disciplinary Action)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4261.1 - 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. 4315 - Evaluation/Supervision)

(cf. 4361.1 - Personal Illness/Injury Leave)

---

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

Ed. Code 35160

Ed. Code 35160.1

Ed. Code 44962

Ed. Code 44964

Ed. Code 45190-45209

Gov. Code 8355

H&S Code 104420

**Description**

[Authority of governing boards](#)

[Broad authority of school districts](#)

[Leaves of absence for certificated employees](#)

[Power to grant leaves of absence for accident, illness or quarantine](#)

[Resignations and leaves of absence for classified employees](#)

[Certification of drug-free workplace, including notification](#)

[Tobacco-free schools](#)

**Federal References**

**Description**

41 USC 8101-8106

[Drug-Free Workplace Act](#)

**Cross References**

**Description**

3513.3

[Tobacco-Free Schools](#)

3513.3

[Tobacco-Free Schools](#)

3513.4

[Drug And Alcohol Free Schools](#)

4020

[Drug And Alcohol-Free Workplace](#)

4032

[Reasonable Accommodation](#)

4112.42

[Drug And Alcohol Testing For School Bus Drivers](#)

4115

[Evaluation/Supervision](#)

4115

[Evaluation/Supervision](#)

4161

[Leaves](#)

4161

[Leaves](#)

4161.1

[Personal Illness/Injury Leave](#)

4161.8

[Family Care And Medical Leave](#)

4212.42

[Drug And Alcohol Testing For School Bus Drivers](#)

4215

[Evaluation/Supervision](#)

4218

[Dismissal/Suspension/Disciplinary Action](#)

4218

[Dismissal/Suspension/Disciplinary Action](#)

4261

[Leaves](#)

4261

[Leaves](#)

4261.1

[Personal Illness/Injury Leave](#)

4261.8

[Family Care And Medical Leave](#)

4312.42

[Drug And Alcohol Testing For School Bus Drivers](#)

4315

[Evaluation/Supervision](#)

4361

[Leaves](#)

4361

[Leaves](#)

4361.1

[Personal Illness/Injury Leave](#)

4361.8

[Family Care And Medical Leave](#)

5131.62

[Tobacco](#)

5131.62

[Tobacco](#)