

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

POLICY 526: EMPLOYEE ASSISTANCE

BACKGROUND

The Board of Trustees wants to ensure that it has healthy employees.

POLICY

The Division will provide guidance and assistance to all employees who may develop physical conditions affecting their job performance, and will aid them in gaining assistance before their condition renders them unemployable.

GUIDELINES

1. The role of the Division in addressing debilitating conditions among employees is three-fold - clarifying procedures, providing information and education, and providing channels for referrals to community resources.
2. Concern about individual employee problems should be based only on unsatisfactory or deteriorating job performance and/or attitude and/or poor attendance.
3. The intent of this policy is preventive in that it attempts to correct job performance difficulties at the earliest possible time.
4. Confidentiality will be maintained at all times.

ADMINISTRATIVE PROCEDURE

[526 AP 001 – Employee Assistance](#)

Approved: September 7, 2004

Revised: June 2012