



Employee Health and Assistance Program

Lapeer
Community
Schools
employee groups
jointly have
developed an Employee

Health and Assistance Program
(E.H.A.P.). This program is designed to
cover all employees and their immediate
families and does not exclude any
organizational level or group.

The objective of this program is to:

- prevent problems by promoting activities designed to enhance the health and wellness of employees and their families;
- develop a confidential and voluntary consultation, referral and treatment service for all Lapeer community School employees and their family members who are experiencing problems which affect employee job performance and/or the general well being (e.g. alcoholism and other drug abuse; mental, marital, family, physical, and financial problems).

It is expected that through this program employees who suspect that they may have a medical or personal problem which is likely to contribute to the deterioration of job performance, even in its early stages,

will be encouraged to seek assistance and follow through with the prescribed treatment or corrective activities.

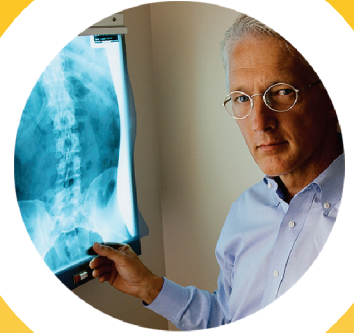
E.H.A.P. representatives volunteer their services so that E.H.A.P. virtually is cost-free to the District. Also, representatives do not have the professional qualifications or expertise to remediate the medical or personal problems of individuals in need of assistance.

E.H.A.P. representatives help to (1) identify the specific nature of the employee's problems; (2) help motivate the employee to seek outside professional assistance for his or her problems, and (3) facilitate a link-up for the employee with appropriate assistance or treatment resource.

The handling of all specific problems will be confidential, and the privacy of personal records of individuals will be preserved except in the event of life-threatening situations or abuse/neglect of children.

An employee's job security should not be jeopardized by the decision to seek intervention services. However, an E.H.A.P. representative cannot supersede or interfere with administrative practices and work rules relating to job misconduct.

Persons participating in this program will be expected to meet existing job performance standards and established work employee/ employer agreements and guidelines.



The decision to request help for diagnosis, accept advisory assistance, and/or to seek treatment for the various problems which affect job performance is the personal responsibility of the individual.

Any expense for diagnostic or treatment service will be borne by the employee or may be covered by employee medical insurance.

For additional information or a **CONFIDENTIAL** appointment, contact your building E.H.A.P. representative or one of the following E.H.A.P. ADVISORY BOARD MEMBERS:

Craig Irish	667-2423
Ken Janczarek	667-2438
Jennifer Putnam	667-2438
Ray Reid	667-2433
Kim Seifferly	667-2401
Dawn Hofert	667-2442
Kristen Wilcox	667-2423



When you use the services of the E.H.A.P., who knows about it?

Only YOU and the people who help you know if and when you seek assistance.

The only records that are kept remain in the hands of the agencies or others providing service. Records are strictly **CONFIDENTIAL**. They are **NOT** placed in an employee's professional personnel file.

Employee involvement is completely voluntary and shall be designed for employee rehabilitation. It shall be the responsibility of all employees in a supervisory position to assure employees that any request for assistance will not in itself jeopardize his/her job rights and security.

Further, nothing in this statement is to be interpreted in a way that would negate any employee rights or responsibilities under any collective bargaining agreement, policy, employee guideline, or law.



E.H.A.P. was originated in 1991-92 as the result of the interest and efforts of Pam Markgraf, LCS teacher from 1980-1997.

E.H.A.P. continues in her memory.
Pam Markgraf (1944-1997)



Nothing in this pamphlet is to be interpreted as constituting a waiver of the administration's rights to maintain discipline or the right to take disciplinary measures within the framework of collective bargaining agreements and employee rules, regulations and policy.

LAPEER COMMUNITY SCHOOLS

Human Resources Office

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phone (810) 667-2401, fax (810) 667-6894

email personnel@lapeerschools.org

www.lapeerschools.org



Happiness is not a reward – it is a consequence.

Suffering is not a punishment – it is a result.

R.G. Dingersoll

