

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 4028**

CLASSIFICATION: All Personnel

ADOPTED: 9/9/97

REVISED:

**SUBJECT: Employee Assistance Service for Education
(EASE) Program**

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The County Superintendent of Schools recognizes that employees may have personal problems which can have detrimental effects upon job performance and student safety. Many personal problems are easier to resolve when they are addressed early, before they reach disabling proportions. Employees of the County Superintendent of Schools are encouraged to seek help when such problems exist and to take advantage of the resources that are available to them.

Information about community resources that address personal problems will be available on a confidential voluntary basis to all employees, spouses, and dependents through the EASE Program. Participation in the EASE Program will not jeopardize the employment or career advancement of the employee, nor will it protect the employee from disciplinary action for substandard job performance.

Management and supervisory staff shall be knowledgeable about the Employee Assistance Service for Education (EASE) Program of the County Office of Education. When employees show indications of declining performance, attendance problems, or on-the-job behavioral problems, supervisors shall consult with the Assistance Superintendent, Human Resources, or his/her designee to explore the resolution of such problems.

Legal Reference: Education Code
 44962, 44964, 45190 - 45209
 Government Code
 8355
 The Drug-Free Workplace Act of 1988
 Public Law 100 - 690, 5151 - 5160
 Drug-Free Schools and Communities Act Amendment of 1989
 H.R. 3614
 Americans with Disabilities Act, PL. 101 - 336
 88 Ops. Cal. Atty. Gen. 901 (1989)