
Policy: Employee Assistance Policy
Policy No: 4.09
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EMPLOYEE ASSISTANCE POLICY

All people experience periods of time in their lives when personal or family problems arise. Often times personal problems or concerns will begin to affect a person's job performance. Although a person's job is just one part of their life, it is a very important part. The College recognizes that one of its greatest investments and assets is its employees. It is the policy of the College to make efforts to assist employees experiencing personal problems affecting job performance.

The best way for the College to understand if an employee is experiencing a problem is for the employee to discuss with their department head and Director of Human Resources the fact that a problem exists. A proper course of action can be determined to resolve the problem. The assistance rendered to the employee will be provided in a confidential manner.