

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 28, 2026

FR: Office of the Superintendent

NUMBER: 26-139
SUBJECT: Approval of Proposed
Revisions to BP
4159/4259/4359 All
Personnel – Employee
Assistance Programs; First
Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs and open for public comments.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs within the Personnel series.

This update includes best practice language regarding employee mental health support.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

ALTERNATIVES:

1. Approve the first reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 4159/4259/4359 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading of the proposed revisions to BP 4159/4259/4359 All Personnel – Employee Assistance Programs as presented and open for public comments.

BP 4159/4259/4359 ALL PERSONNEL - EMPLOYEE ASSISTANCE PROGRAMS

The School Board supports the well-being of all employees and recognizes the benefit to the school system and students of a healthy workforce. The Board also recognizes that ~~s~~School ~~d~~District employees may have personal ~~problems-issues~~ which can have detrimental effects upon job performance and student safety. Many personal ~~problems issues~~ are easier to resolve when they are addressed early, before they reach disabling proportions. The Board encourages employees to seek help when such ~~problems issues~~ exist and to take advantage of the resources that are available to assist them.

Employees shall have confidential access to information about community resources that address personal ~~problems~~issues. This information shall be available, on a voluntary basis, to all employees, spouses and dependents.

(cf. 4020 - Drug and Alcohol-Free Workplace)

Management and supervisory staff shall be knowledgeable about the ~~d~~District's employee assistance program. When there are indications of declining performance, attendance problems, or on-the-job behavioral problems, supervisors shall consult with the Superintendent or designee to explore the resolution of such problems.

Note: The federal Americans with Disabilities Act, Section 104 states that an employee who uses drugs or who is an alcoholic may be held to the same job performance standards as held for other employees, even if any unsatisfactory performance is related to the drug use or alcoholism. Section 104 also states that an employer cannot discriminate against an individual who has successfully completed a supervised drug rehabilitation program or an employee who is currently participating in a supervised rehabilitation program and no longer engaging in drug use. The following optional paragraph clarifies that although participation in the assistance program is risk-free, the district reserves the right to discipline in accordance with its existing policies and procedures.

Participation in the assistance program will not jeopardize the employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

(cf. 4115/~~4215/4315~~ - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

(cf. 4118/~~4218~~ - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Adopted: June 09, 2004

Revised:

Northwest Arctic Borough School District