

ARTICLE 13

EMPLOYEE ASSISTANCE PROGRAM

- 13.1 Referrals to the employee assistance program will not be recorded in the evaluation or any other document to be placed in the personnel file of the employee.
- 13.2 The District may send a letter to an employee recommending his/her participation in the program. Said letter shall contain a statement that participation in the program is entirely voluntary and confidential, and that participation or non-participation will not be asserted by the District in any action taken against the employee by the District. The letter shall inform the employee that a copy of the letter will not be placed in the employee's personnel file.
- 13.3 The Association agrees it will not raise as a defense, and/or as an issue in any action against the District, that the District did or did not refer an employee to the employee assistance program.
- 13.4 The District will notify all employees through a general notice sent to their work sites of the availability, and information about the employee assistance program.