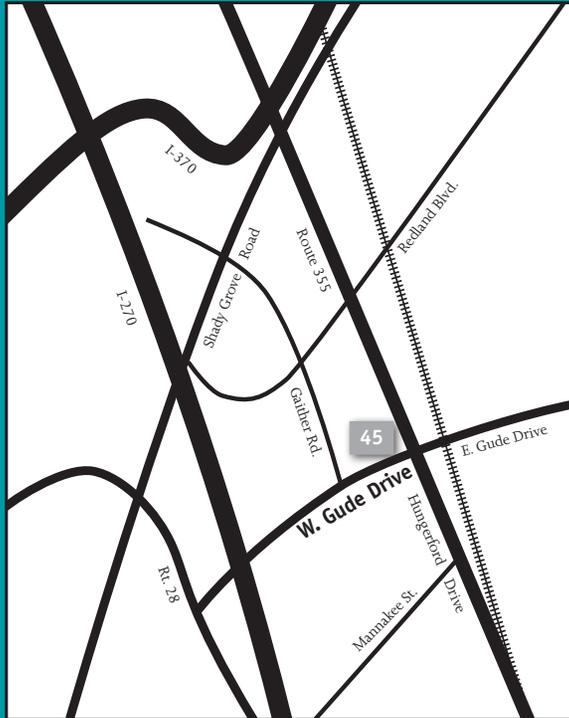


Employee Assistance Program Location



The Employee Assistance Program
 45 West Gude Drive, Suite 1300
 Rockville, Maryland 20850

Phone: 240-314-1040

MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family/parental status, marital status, age, physical or mental disability, poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. Some examples of discrimination include acts of hate, violence, insensitivity, harassment, bullying, disrespect, or retaliation. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities.

<p>For inquiries or complaints about discrimination against MCPS staff *</p> <p>Office of Employee Engagement and Labor Relations Department of Compliance and Investigations 850 Hungerford Drive, Room 55 Rockville, MD 20850 240-314-4899 OCOO-EmployeeEngagement@mcpsmd.org</p>	<p>For inquiries or complaints about discrimination against MCPS students *</p> <p>Office of School Administration Office of School Administration Compliance Unit 850 Hungerford Drive, Room 162 Rockville, MD 20850 301-279-3444 OSSISchoolAdministration@mcpsmd.org</p>
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**Inquiries, complaints, or requests for accommodations for students with disabilities also may be directed to the supervisor of the Office of Special Education, Resolution and Compliance Unit, at 301-517-5864. Inquiries regarding accommodations or modifications for staff may be directed to the Office of Employee Engagement and Labor Relations, Department of Compliance and Investigations, at 240-314-4899. In addition, discrimination complaints may be filed with other agencies, such as: the U.S. Equal Employment Opportunity Commission, Baltimore Field Office, City Crescent Bldg., 10 S. Howard Street, Third Floor, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); or U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Dept. of Education Bldg., 400 Maryland Avenue, SW, Washington, DC 20202-1100, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Public Information Office, at 301-279-3853, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) or Interpreting_Services@mcpsmd.org. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.



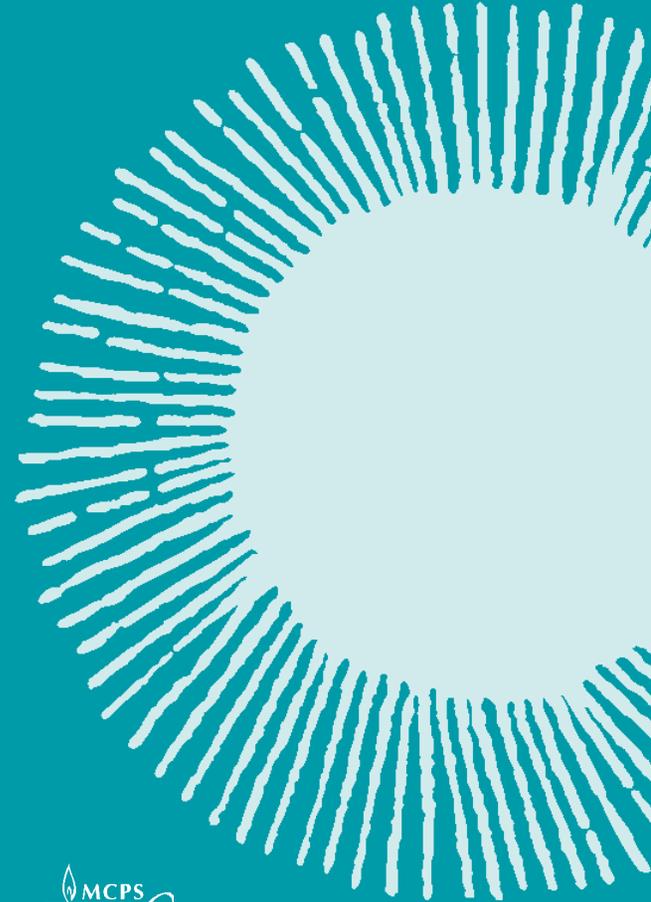
Rockville, Maryland

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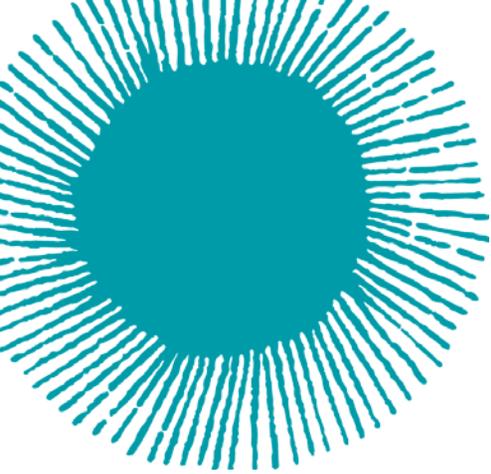


Employee Assistance Program



The Employee Assistance Program
 45 West Gude Drive, Suite 1300
 Rockville, Maryland 20850

Phone: 240-314-1040



The Employee Assistance Program

In this complex and ever-changing world, life can be challenging. As we struggle to balance the demands of work, family, and our own personal needs, there may be times when we feel overwhelmed and alone. When personal problems are left unattended, they can interfere with our lives at home and at work. Montgomery County Public Schools recognizes that our employees are our most valuable resource, and that the health and well-being of our employees are crucial to a healthy workforce. The Employee Assistance Program (EAP) is available to employees and their family members to help them cope with personal or work-related difficulties. When an individual is helped with a personal problem, job performance improves, home life improves, and everyone benefits.

The EAP can help with—

- job-related problems
- emotional and personal conflicts
- financial problems
- alcohol and other drug abuse
- stress or life crisis
- grief and loss
- domestic violence
- couples and family problems
- balancing work and family

For more information visit our website:
www.montgomeryschoolsmd.org/departments/eap

The EAP provides—

- assessment
- short-term counseling
- referral to community resources
- crisis intervention
- supervisory consultations
- follow-up services
- workshops for employees and supervisors
- access point for MCPS Dispute Resolution Program

There are no fees for services, but sometimes individuals are referred to resources outside the EAP. Should the employee decide to use these resources, he/she is responsible for any fees associated with using them. EAP specialists work with the employee's health insurance providers to keep costs to a minimum.

Confidentiality

Information concerning a client's use of the EAP will not be disclosed to anyone outside of the EAP without the written consent of the individual, except as required by law or as described below, and will not be made a part of the employee's personnel record.

Exceptions:

- If EAP staff believe that the client presents a danger to him/herself or another individual, the EAP may disclose information to prevent harm.
- EAP staff are required by law to report suspicion of child abuse or neglect as well as the neglect, abuse, or exploitation of vulnerable adults.
- If an employee utilizing a commercial drivers license in the course of his/her work poses danger to the safety of students or the community, information may be disclosed to prevent harm to others.

Assistance for Supervisors

The EAP provides consultation and training to principals and other supervisors seeking to identify and intervene with employee work performance problems.

How to Contact the EAP

The Employee Assistance Program
45 West Gude Drive, Suite 1300
Rockville, Maryland 20850

Phone: 240-314-1040 Fax: 301-251-5213

Services are available by appointment
Monday through Friday 8:30 a.m.–5:00 p.m.