



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**FROM THE OFFICE OF HUMAN RESOURCES**

TO: Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Recommendation for Employee Assistance Program

DATE: February 22, 2016

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The District 304 Health Insurance Committee has been exploring wellness activities and options to promote healthier life choices among district employees. After working to identify needs in District 304's wellness resources, one recommendation by the committee is to add an Employee Assistance Program (EAP) to the wellness options available to District 304 employees and their families. The addition of an EAP would be cost-neutral to the Geneva 304 budget because it would be funded through interest allocation from the district's insurance cooperative, NIHIP. The committee recommends implementing an EAP in Geneva 304 beginning in the 2016/17 school year.

An Employee Assistance Program is designed for early intervention with employees or their family members who need help addressing personal or work-related issues. An EAP focuses on short-term assistance through in-person counseling at no cost to the employee. Giving employees access to an EAP can increase employees' productivity and decrease employees' absenteeism, turnover, and stress.

While adding an EAP to District 304's resources had been explored in the past, it was not until recently that there was a viable local option. Northwestern Medicine offers an EAP through local hospitals including Delnor and Central DuPage, and it serves 11 other school districts including St. Charles 303 and Naperville 203. Members of the District Health Insurance Committee have met with Northwestern's EAP and believe that its program would fill a void in the wellness resources currently available to District 304 staff and their families.

District 304 has 900 staff members and the cost for the EAP is \$12 per employee, bringing the annual cost for the program to \$10,800. The EAP would be funded through interest allocation from the district's insurance cooperative, NIHIP. Essentially, these are funds from reserves that NIHIP accrues through interest on equity funds in the cooperative and gives back to its member districts on a per year basis. While these funds cannot be used for premium reductions, they can be used for funding wellness initiatives such as an EAP, making the addition of an EAP cost-neutral to the District 304 budget. The interest allocation statement from September indicates that Geneva 304 currently has \$172,796 from the NIHIP allocation, which would allow the district to sustain this program for many years to come.

Please let me know if you have any questions regarding this recommendation.