

This checklist is designed to guide superintendents, human resource leaders, and relevant stakeholders through discussion topics related to selecting, implementing, and promoting a district-wide employee assistance program.

Services you might want to offer employees

Options may include, but are not limited to: employee education, individual assessment, referrals for treatment, short term counseling, health and wellness promotion activities, legal assistance, financial assistance, etc.

Delivery model preference

Most school districts are likely to use fixed fee contracts (set cost per employee regardless of use), fee-for-service contracts (district pays EAP provider only when services are used) or management sponsored programs (the district employees personnel internally). A group of districts might also consider a Consortia model where they join together to contract with a provider, thus lowering the cost per employee

Potential cost constraints

Costs will vary by provider and included services, but an [ROI Calculator](#) can help you estimate potential cost ranges.

Review the Employee Assistance Professionals Association (EAPA) [guidelines](#) to determine industry standards.

Marketing strategies

Once the EAP is in place, how will you market it for employee use? How will the information be shared? How might school leaders support marketing efforts?

Interview potential vendors

See page 2 for questions to consider.

Adopt a written policy defining the EAPs relationship to the school district and clearly state the scope and limitations of services.

Questions to Ask Potential Vendors¹

- Do you have any school districts of similar size and population that would recommend your services? May we contact them?
- Will the EAP services be available onsite, offsite, or both?
- Are services available outside of normal business hours?
- Does your organization offer a full range of services, such as stress management, substance abuse programs, wellness programs, financial counseling, and legal counseling?
- What types of counseling services are available to employees? How many sessions are included?
- How easy will it be for employees to use the EAP?
- Is your organization able to refer employees to outside resources if an employee needs a resource you do not provide?
- Is there a process for tracking employee progress and ensuring they continue to get the help that they need?
- Can your organization show that the professional employees are training and they hold appropriate and update credentials?
- How does your organization report EAP usage?
- Do you provide onsite employee education and supervisor training?
- What fee programs do you offer?
- Do you do onsite visits? Are you able to conduct a needs assessment of our district?

¹ Questions adapted from the [Substance Abuse and Mental Health Administration](#) and the [Society for Human Resource Management](#).