



ADMINISTRATIVE PROCEDURE

HR112

Employee Assistance Program (EAP)

Board Received: October 20, 2014

Review Date: November 2017

Accountability:

1. Frequency of Reports – Annual
2. Severity Threshold – As needed (eg. Changes in Ministry guidelines/collective agreements).
3. Criteria for Success – Program edifies and supports permanent employees.
– Program promotes a healthy work place.

Procedures:

1. **Objective**
The objective of the program is to promote employee wellness by providing confidential access to counselling services for permanent employees.
2. **The Program**
 - a) The program is based on self referral and anonymity.
 - b) The program is designed to provide confidential professional assistance in coping with problems of physical or mental health of a personal or family nature including, but not limited to, marital and family distress, financial difficulties, stress, alcohol or drug dependency, and work related problems.
 - c) If an employee needs help for a problem, she/he is encouraged to contact one of the approved service providers directly. The EAP is operated on a strictly confidential basis and the employee is not required to discuss participation with anyone.
 - d) Annually, EAP information pamphlets will be available at each worksite and posted electronically.
3. **The Service Provider will**
 - a) be available for direct contact with employees;
 - b) be the only direct contact with employees;
 - c) provide annual statistics to the Health and Disability Officer. To ensure confidentiality, this report will contain aggregate statistical data but not specifics of individual cases.
 - d) provide to employees a survey regarding satisfaction with the service to be submitted anonymously to the Health and Disability Officer.

4. Administration of the Program

- a) The EAP Committee shall oversee the operation of this program. The committee shall consist of:
 - 1 OSSTF PSSP representative
 - 1 GEMST (nominated by non-union) representative
 - 1 CUPE 5100 representative
 - 1 OSSTF Teachers' Bargaining Unit representative
 - 1 GEETF representative
 - 1 Human Resources representative
 - 1 Elementary School Administrator representative
 - 1 Secondary School Administrator representative
 - 1 Health and Disability Officer
 - 1 DECE Representative
- b) Terms of Reference for EAP Committee:
 - i) approves the appointment or removal of service providers;
 - ii) ensures awareness of the EAP by all employees;
 - iii) reviews on an ongoing basis, that the service providers meet the standards of service established by the Committee and provides the service within the budget allocations;
 - iv) presents an annual review of the EAP to the Board prior to June 1st outlining:
 - utilization,
 - scope of the service,
 - cost of the service,
 - evaluation of the program, and
 - recommendations.