



# PROCEDURE

# HR-012

## EMPLOYEE ASSISTANCE PROGRAM

<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2018/03/26
<b>Last Updated:</b> 2022/06/13	<b>Next Review Date:</b> 2025/05/09

### Purpose:

To outline the Employee Assistance Program (EAP) that is available for Grand Erie District School Board (Grand Erie) Employees

### Guiding Principles:

Grand Erie believes in the importance of supporting the physical and mental health, well-being and productivity of employee(s) in the workplace by providing immediate, confidential, and accessible services to eligible individual employee(s) and their dependents through an Employee Assistance Program (EAP).

The program is designed to provide confidential professional assistance in coping with physical or mental health of a personal or family nature including, but not limited to, marital and family distress, trauma or grief related issues, financial difficulties, stress, substance abuse challenges, and work-related issues. Employee(s) in need of assistance are encouraged to contact one of the approved service providers directly. EAP Information pamphlets will be available at each worksite and posted electronically in the staff portal.

### Guiding Principles:

#### 1.0 The Service Provider will

Be available for direct contact with employee(s). 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. Provide to employee(s) a survey regarding satisfaction with the service to be submitted anonymously to the Health and Disability Officer.

#### 2.0 Administration of the Program

The EAP Committee shall oversee the operation of this program. The committee shall consist of:

- 1 representative each from:
  - OSSTF PSSP
  - GEMST
  - CUPE 5100
  - OSSTF Teachers' Bargaining Unit
  - GEETF
  - ETFO DECE's
- 1 Manager/Senior Administration representative
- 1 Administrator representative
- 1 Health and Disability Officer

3.0 **Terms of Reference for EAP Committee**

- Discusses initiatives to promote awareness of the EAP program by all employee(s)
- 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
- Provides an annual review of the EAP to the Superintendent of Human Resources prior to December 31<sup>st</sup> outlining:
  - Utilization
  - Scope of the service
  - Cost of the service
  - Evaluation of the program
  - Recommendations