



PROCEDURE

HR-112

Employee Assistance Program

Board Received: June 13, 2022

Review Date: September 2026

Responsibility: Superintendent of Human Resources

Purpose:

Grand Erie believes in the importance of supporting the physical and mental health, well-being and productivity of employees in the workplace by providing immediate, confidential, and accessible services to eligible individual employees 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. Employees 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. The Service Provider will:

- Be available for direct contact with employees.
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 employees a survey regarding satisfaction with the service to be submitted anonymously to the Health and Disability Officer.

2. 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, and ETFO DECE's
- 1 Manager/Senior Administration representative
- 1 Administrator representative
- 1 Health and Disability Officer

3. Terms of Reference for EAP Committee:

- Discusses initiatives to promote awareness of the EAP program by all employees.
- 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 31st outlining:
 - utilization,
 - scope of the service,
 - cost of the service,
 - evaluation of the program, and
 - recommendations