



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel and Staff Relations Procedures

AP 407: Employee Assistance Program

The purpose of the Kenora Catholic District School Board Employee Assistance Program is to assist employees within our system to cope with their personal problems by identifying to them agencies which can help them in a non threatening atmosphere of understanding, support and security, free of judgment, evaluation and other job related pressures. All aspects of the Program are to be characterized by voluntary participation and confidentiality.

In today's complex society, with its ever increasing tensions, pressures and alienation, most individuals are directly or indirectly affected by problems related to illness, marriage, death, spiritual uncertainty and faith dilemmas, financial insecurity, family discord, addiction to drugs and/or alcohol, and personality or psychological disorders. In some instances these problems have a negative effect on the individual's performance in the workplace. The philosophy of the Kenora Catholic District School Board recognizes the workplace of its employees as a faith community, which respects the individual employee as the Board's greatest resource. It is in this spirit that we try to help one another.

Within the Kenora Catholic District School Board, the Employee Assistance Program is a cooperative undertaking of Ontario English Catholic Teachers' Association, Non-Teaching Staff, Senior Officials and the Board of Trustees. Together, these groups will channel their efforts towards the development, implementation and maintenance of the Employee Assistance Program.

1. Objectives

The objectives of the Employee Assistance Program (E.A.P.) are:

- 1.1** to provide access to confidential referral services to all employees and their immediate families;
- 1.2** to provide education and training in the objectives and procedures of the program to all employees.

2. Employee Assistance Program Committee

- 2.1** The Employee Assistance Committee is a permanent committee composed of one appointed representative from each of the participating groups. Each group is also responsible for naming one alternative member to maintain continuity.
- 2.2** The responsibilities of the Employee Assistance Committee are:
- 2.2.1 to implement, promote, maintain and supervise an Employee Assistance Program;
 - 2.2.2 to review concerns raised by any one of the participating groups, to ensure that the policy and procedures remain workable;
 - 2.2.3 to provide an annual report by October 30th, to all participating groups, outlining areas of progress, concerns and ongoing evaluation of the Employee Assistance Program through the employee group representative;
 - 2.2.4 to interpret the Employee Assistance Program policy, procedures and practices to all participating groups, as well as treatment agencies and others as required to ensure full understanding of the program's objectives and operations;
 - 2.2.5 to maintain confidentiality, and to not be responsible for individual cases, nor be advised of employee names;
 - 2.2.6 to establish guidelines for the referral process, and act as referral persons;
 - 2.2.7 to meet at least three (3) times a year, in October, January and April;
 - 2.2.8 to select a chair and vice-chair from among the committee members, on a two year rotation basis;
 - 2.2.9 to develop an annual budget in accordance with the board's budget procedures.

3. Role of the Employee

The employee's responsibility within the Employee Assistance Program is:

- 3.1** to be aware of the E.A.P.'s Statement of Philosophy and Objectives;
- 3.2** to respect the rights of confidentiality of fellow employees;
- 3.3** to seek help voluntarily from the program when the need arises. The decision to access community resources, rests with the individual;
- 3.4** to bring issues, concerns and recommendations regarding the program to the E.A.P. committee;
- 3.5** to ensure that family members are aware of the Employee Assistance Program;
- 3.6** to maintain a satisfactory work performance and personal well being.

4. Role of the Employee Health and Safety Representative

An Employee Health and Safety Representative is an individual who represents their respective employee groups. The employee Health and Safety representative's responsibility within the Employee Assistance Program is:

- 4.1** to know and understand the policy and procedures of the program;
- 4.2** to make relevant information available to his or her colleagues on a regular basis;
- 4.3** to encourage employees to seek assistance through the E.A.P. when the need arises;
- 4.4** to consult, when necessary, with E.A.P. committee about program policy and referral procedures;
- 4.5** to ensure all contacts are kept confidential.

5. Role of the Supervisor

A supervisor is defined as a person whose duties include employee supervision. The supervisor's responsibility within the Employee Assistance Program is:

- 5.1 to understand fully the Statement of Policy and procedures as well as the roles and responsibilities of key E.A.P. persons;
- 5.2 to make relevant information available to his or her staff;
- 5.3 to encourage the employee to seek assistance through the E.A.P. when the need arises;
- 5.4 to consult, when necessary, with the E.A.P. committee about program policy and referral procedures;
- 5.5 to ensure all contacts are kept confidential;
- 5.6 to cooperate with the employee Health and Safety representative in providing support and follow up for the E.A.P. program.

6. Referral Process

- 6.1 Employees may enter the Employee Assistance Program (EAP) on their own, or at the suggestion of a family member or supervisor, or other interested party. The employee is encouraged to contact a resource agency directly.
- 6.2 Confidentiality is maintained at all times.

Legal Reference:

Municipal Freedom of Information and Protection of Privacy Act

Effective Date: April 13, 1993
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