

POLICY: <u>EMPLOYEE ASSISTANCE PROGRAM</u>	#	815
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CROSS REFERENCE: <u>Wellness Committee - Terms of Reference</u>		

**A: POLICY**

1. Statement of Policy

Policy

1.1 The purpose of the Thunder Bay Catholic District School Board's Employee Assistance Program (E.A.P.) 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.

Rationale

1.2 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, spiritual uncertainty, faith dilemmas, financial insecurity, family discord, addiction to drugs and/or alcohol, 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 Thunder Bay Catholic District School Board recognizes the workplace as a faith community; that respects the employee as the Board's greatest resource. It is in this spirit, ~~that~~ the E.A.P. supports the employees of the Thunder Bay Catholic District School Board.

**B: GUIDELINES**

2. Objectives

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

2.1 to provide a voluntary and confidential referral service to all employees and their immediate families;

2.2 to provide education and training in the objectives and procedures of the Program to all employees.

3. The Wellness Committee

Within the Thunder Bay Catholic District School Board, the Wellness Committee is a cooperative undertaking of O.E.C.T.A. Elementary, Secondary, Occasional Teachers, UNIFOR, C.O.P.E., O.S.S.T.F., Senior Administration, C.P.C.O., A.E.S.S., the Health and Wellness Officer and the Board of Trustees. Together, these groups will without limiting the other functions of the committee channel their efforts towards the development, implementation and maintenance of the Employee Assistance Program.

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- 3.1 The Wellness Committee is a permanent committee composed of one appointed representative from each of the participating employee groups. Each group is also responsible for naming one alternative member to maintain continuity.
- 3.2 In order to achieve the objectives of the Program, the Wellness Committee is guided by the Employee Assistance Program Report approved by the Board.
- 3.3 The responsibilities of the Wellness Committee are:
  - 3.3.1 to implement, promote, and maintain an Employee Assistance Program;
  - 3.3.2 to review Program statistics or special concerns raised by any one of the participating groups, to ensure that the policy and procedures remain workable through this monitoring process;
  - 3.3.3 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;
  - 3.3.4 to maintain confidentiality, and to not be responsible for individual cases, nor be advised of employee names;
  - 3.3.5 to establish Guidelines for the referral process, and act as referral persons;
  - 3.3.6 to meet at least quarterly.

#### 4. Responsibilities of the Employee

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

- 4.1 to be aware of the E.A.P.'s Statement of Policy and Objectives;
- 4.2 to respect the rights of and confidentiality of fellow employees;
- 4.3 to voluntarily seek help from the Program when the need arises, with the understanding that a decision to seek assistance will not jeopardize job security or promotional opportunities. The decision to access community resources, rests with the employee
- 4.4 to bring issues, concerns and recommendations regarding the Program to the Wellness Committee;
- 4.5 to ensure that family members are aware of the Employee Assistance Program;
- 4.6 to maintain a satisfactory work performance and personal well being.

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5. Responsibilities of the Employee Group Representative

An Employee Group Representative is an individual who has been selected by his or her colleagues to represent their respective employee groups. The Employee Group Representative's responsibility within the Employee Assistance Program is:

- 5.1 to know and understand the policy and procedures of the program;
- 5.2 to make relevant information available to his or her colleagues on a regular basis;
- 5.3 to encourage employees to seek assistance through the E.A.P. when the need arises;
- 5.4 to consult, when necessary, with the Health and Wellness Officer about program policy and referral procedures;
- 5.5 to ensure all contacts are kept confidential.

6. Responsibilities of the Supervisor

A Supervisor is defined as a person whose duties include employee supervision. The Supervisor's responsibility within the Employee Assistance Program (E.A.P.) is:

- 6.1 to understand the Statement of Policy and procedures as well as the roles and responsibilities of key Wellness Committee Members;
- 6.2 to make relevant information available to his or her staff on a regular basis;
- 6.3 to encourage the employee to seek assistance through the E.A.P. when the need arises.
- 6.4 to consult, when necessary, with the Health and Wellness Officer about program policy and referral procedures;
- 6.5 to ensure all contacts are kept confidential;
- 6.6 to work with the Employee Group Representative and the Health and Wellness Officer in providing support and follow up on the job.

7. Referral Process

Employees may enter the Employee Assistance Program (E.A.P.) on their own or at the suggestion of a family member, supervisor or other interested party by contacting a member of the Wellness Committee who will refer them to the Resource Agency. The employee may also contact the Resource Agency directly.

- 7.1 Confidentiality is maintained at all times.