



Administrative Procedure: Employee Family Assistance Program

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Rationale

The Superior North Catholic District School Board and its employee groups are jointly concerned with the health, safety, welfare and job satisfaction of employees.

It is recognized that most human problems can be treated or resolved provided that each is identified in its early stages. This is true whether the problem is one of physical illness, mental or emotional stress, marital or family conflicts, chemical dependency, financial problems or other concerns. These are serious problems which may have a profound impact upon the lives of those employees affected, their families, their fellow employees and their work.

The intent of the EFAP program is to ensure the well-being of the employee as they appropriately perform their duties as an employee, not the termination of employment.

Definitions

Employee Family Assistance Program (EFAP) - A program whereby employees may seek assistance with personal problems which may affect work performance.

Board - The Superior North Catholic District School Board

Employee Groups

- Ontario English Catholic Teachers' Association (OECTA)
- Ontario English Catholic Occasional Teachers' Association
- Service Employees Union Local 268 (SEIU)
- Management Staff
- Principals

Assessment Referral - To help the individual determine the exact nature of the problem and design a recovery program which will resolve the problem and facilitate the return of the employee's performance to its normal level as quickly as possible.

Supervisor - All persons responsible for the performance of workers under their supervision and management of plant, purchasing and maintenance.

Voluntary - A type of referral done or made of one's own free choice, without force or compulsion.

Guidelines

The employee's participation in the EFAP will not be a factor and/or create discrimination in job security or promotional opportunities and will not become part of personnel records.

Employees participating in the EFAP will be entitled to all the benefits given under current collective agreements and/or Board policy. This includes a limit of eight (8) counseling sessions (one-to-one or joint) per problem type yearly. A minimum of two (2) additional follow-up contacts are also provided in the first few months following completion of active counseling.

Traditional rights of employees to grievance procedures and traditional rights of the employer to maintain discipline will not be waived by the EFAP.

An employee's voluntary use of the EFAP is strictly confidential and anonymous. Statistical records will be kept by the EFAP officer with the St. Joseph Care Group

Behavioural Sciences Centre, for the purpose of monitoring the number of employees and the nature of the use of the EFAP. Any other records of assistance to an employee for solving any problem will be kept by the EFAP officer with the St. Joseph Care Group Behavioural Sciences Centre, only with the written direction of the employee involved.

Review

The Director of Education with consultation from the employee groups, will review this policy within five years of the approval date, or earlier if necessary.