

## **EMPLOYEE ASSISTANCE PROGRAM**

### **Background**

The Division supports the provision of assistance to employees whose job performance has been affected by factors such as stress, alcoholism, drug abuse, family problems and/or grief.

All staff are valued employees. Assistance programs may from time to time be needed to promote good mental/physical health and to ensure productive employees. A high level of trust and confidentiality must be maintained to ensure these programs are successful.

### **Procedures**

1. A Division resource person shall be appointed to serve as a contact for employees, to liaise with the approved assistance agency and to communicate as necessary with administrators, supervisors and employee associations. (CONFIDENTIALITY OF IDENTITIES MUST BE MAINTAINED.)
2. Participation in the program is voluntary. Individuals requesting assistance may do so with the Division resource person, the approved assistance agency, their supervisor, or staff representative.
3. Costs supported by the Division will be in accordance with the current agreement with the approved assistance agency. In accordance with the current agreement, the approved assistance agency will not release the identity or any other information which may lead to the identity of the individuals seeking assistance.
4. Reports to the Board on the EAP will be presented in a general format such that the identity of any individual participating in the program is protected.