

EMPLOYEE AND FAMILY ASSISTANCE PLAN

Background

The Division supports the health and well being of staff members. This includes not only physical health but mental health of both the employee and members of the employee's immediate family. Accordingly the Division endorses the concept of the Employee Assistance Program and will fund the plan.

All employees who feel the need to utilize the services provided under the program are encouraged to take advantage of these services. In order for the program to be successful, confidentiality between the employee and the agency operating the plan is critical.

Procedures

1. The Division shall employ the services of an agency to operate the program.
2. Employees may contact the designated agency directly or ask a contact person in the Division to give them information and/or arrange for an appointment.
3. When proper diagnosis or therapy is required, counseling services may be extended to members of the employee's immediate family.
4. The program will cover the cost of five (5) sessions. On the request of the agency, special consideration may be given to an extension of this limit when it is deemed that financial hardship may prevent the employee from seeking further help.
5. It is expected that, after the initial visits, the employee:
 - 5.1 May not require further therapy;
 - 5.2 Will cover the cost of additional services; or
 - 5.3 May be referred by the agency to other professionals who can offer specialized assistance. Cost, if any, of this service will be borne by the employee or the employee's insurance.
6. The agency employed by the Division may establish its own procedures provided that the following are included:
 - 6.1 Employees may be encouraged to seek help from the agency by fellow employees or their supervisors;
 - 6.2 Employees may refer themselves by contacting the agency and identifying themselves as employees of the Division;
 - 6.3 The agency shall invoice and report to the Division using a number assigned to the employee for the purposes of preserving confidentiality; and

- 6.4 The Division will cover the cost of the fee not covered by the employee's benefit plan.
 - 6.4.1 The employee shall pay any balance of the fee to the agency or make arrangement to direct the portion payable by the employee's benefit plan directly to the agency.
 - 6.4.2 The agency shall provide the documents to secure the employee benefit plan refund.

Reference: Section 60, 61, 113 School Act
Employment Standards Code
Labour Relations Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act

Revised December, 2014