



Policy: Employee Assistance Program (EAP)

		Policy Number:	300.13
Adopted:	November 13, 2001	Former Policy Number:	N/A
Revised:	November 22, 2016	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board, as followers of Jesus Christ, fosters a workplace founded upon tenets and values of the Catholic Faith. The Brant Haldimand Norfolk Catholic District School Board in its compassion recognizes that employees, from time to time, may experience difficulties related to either personal and/or family difficulties and encourages such employees to seek and receive assistance from appropriate professional sources. The Brant Haldimand Norfolk Catholic District School Board strives to ensure respect, compassion and humanity are reflected and valued in our Catholic learning and work environments.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board supports the personal well-being of all of its employees - spiritual, emotional, mental, social and physical. The Board further recognizes that professional help may be required as additional support and, therefore, provides an Employee Assistance Program (EAP).

Glossary of Key Policy Terms: N/A

References

Employee Assistance Program (EAP) Administrative Procedure – 300.13



**Administrative Procedure – Employee Assistance Program (EAP)
AP 300.13**

Procedure for:	All Staff	Adopted:	November 13, 2001
Submitted by:	Superintendent of Business	Revised:	November 22, 2016
Category:	Human Resources		

Purpose

To provide an overview and direction to Board employees who wish to utilize the supportive, confidential Employee Assistance Program (EAP) and professional counselling services available to active Board employees or their immediate family members (spouse or dependent child/ren).

Responsibilities – N/A

Information

What is an EAP?

An Employee Assistance Program is an employee benefit program, which provides *confidential* and *voluntary* assistance to employees and immediate family members who wish to utilize the professional counselling services. The EAP is free of cost – to a maximum of ten (10) sessions per employee/family, per year.

The program provides counselling services to assist employees with coping and navigating through a multitude of personal stressors that can occupy one’s mind – whether those be family-related, financial, marital/relationship matters, psychological, trauma or grief-related, or even related to substance abuse challenges, among others. Additional information can be provided by the Board’s EAP Service Providers.

What are the benefits of an EAP?

As a Catholic community, we are called to be witness to our faith, reaching out to those in need. The EAP is one way of reaching out to the members of our community.

An EAP assists the Board by helping to preserve and maintain the well-being of its most valuable asset – its employees. Having an EAP reflects this belief and is a proven benefit to both employees and employers.

Who are the Board’s EAP Service Providers?

The Board’s EAP Service Providers are:

Mike Fidler & Associates Inc.*
39 Kent Street North, Unit 5, P.O. Box 335
Simcoe, ON N3Y 4L2
t: 519-428-0776
e: fidlerassociates@amtelecom.net
*with Offices in:
Brantford and Simcoe

Guthrie & Associates Inc.
108 St. George Street, Suite 5
Brantford, ON N3R 1V6
t: 519-752-8280
e: info@guthrieandassociates.com

Judith Wiley
37 CKPC Road
Scotland, ON N0E 1R0
t: 519-484-2287
e: jude.wil86@icloud.com



Procedures

1.0 EAP Services – How to Access and Session Limits per Employee/Family

- 1.1 An employee of the Board, or an immediate family member of a Board employee, may seek assistance through a self-referral process by directly contacting any one of the Board's EAP Service Providers.
- 1.2 Employees, or their immediate family member, are availed up to ten (10) sessions per year, per family. Sessions range from 50 minutes to 60 minutes depending on the Service Provider.
- 1.3 Should an employee, or their immediate family member, require sessions beyond the ten (10) sessions availed by the Board, the Service Provider must contact the Manager of Human Resources to seek approval for up to a maximum of three (3) additional sessions, which the employee is responsible for 50% of the cost of each session. Any additional sessions required by the employee or their immediate family member are to be 100% paid by the employee. The Service Provider will maintain anonymity of the employee or their immediate family member when requesting a maximum of three (3) additional sessions per employee/family.

2.0 EAP Services – Employee Expectations

- 2.1 Employees are expected to maintain an acceptable attendance level at work throughout treatment or utilization of EAP services, whether their own or their immediate family member.
- 2.2 Employees are expected to maintain acceptable job performance throughout treatment or utilization of EAP services, whether their own or their immediate family member.
- 2.3 Employees are expected to schedule any EAP service appointments outside of regular business hours, so not to interrupt their ability to maintain regular work attendance.

Definitions – N/A

References

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