

## **402.8.3 Employee Assistance and Wellness Programs**

### **Policy**

The Superintendent or designate shall develop a program that promotes employee wellness. In addition, the Superintendent or designate shall develop and maintain an Employee Assistance Program (EAP) in which provisions are made for confidential services for Division employees and their immediate family members experiencing social, emotional, mental or behavioural health problems that affect them personally and/or impair their job performance.

### **Regulations**

1. Human Resources shall:
  - 1.1. arrange with recreation, fitness and lifestyle service providers for the provision of employee programs;
  - 1.2. inform employees of the services available through the Division EAP and related agencies; and
  - 1.3. promote the concept of employee wellness.
2. Human Resources shall:
  - 2.1. arrange with treatment agencies and other resources in the community for the provision of adequate assessment, treatment and support of employees;
  - 2.2. inform employees of the services available through the Division EAP and related agencies; and
  - 2.3. provide support for supervisors in the:
    - 2.3.1. recognition of signs that may indicate the need for a referral to the EAP; and
    - 2.3.2. interviewing and referring procedure for such employees.
3. An employee may access the Division EAP voluntarily or through a referral by Human Resources.
4. To voluntarily access the EAP, an employee generally must be a participant in the Alberta School Employee Benefit Plan.
5. Employees participating in an approved treatment program, either through voluntary or mandatory referral, are eligible for sick leave benefits as specified in the collective agreements.

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6. In the case of a mandatory referral of an employee by Human Resources for treatment because performance of duty has been impaired, acceptance by the employee of the diagnosis, adherence to the prescribed treatment program and improvement in the job performance to an acceptable level, will be considered a condition of continued employment with the Board.
7. Whether the referral is voluntary or mandatory, the case will be handled confidentially.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### **References**

Alberta School Act:	118
Other Statutes:	Alberta Labour Relations Code, Criminal Code of Canada, Canada Food and Drugs Act, Employment Standards Act
Division Policies:	403.3 Employee Discipline, 600.1 Guiding Principles, Collective Agreements