

402.8.3 Employee Assistance and Wellness Programs

Employee Assistance Programs

1. The Division offers confidential and personal counselling services to all Division employees and their dependents. The program is designed to provide a variety of helpful services to employees whose problems may be affecting their personal and/or work life.
2. Consultation services are also available to supervisors of troubled employees.
3. The Employee Assistance Program (EAP) is normally a voluntary program and, as such, it is usually the employee's decision to accept the assistance offered through the EAP.
4. Neither the employee's supervisor nor any Division person will be aware of any assistance received by any Division employee through the EAP, unless disclosed by that employee.
5. The EAP shall be managed by the Manager, Human Resources. The Manager may solicit input from the Working Conditions Committee, and the two CUPE Labour Management Committees with regard to maintaining an Employee Assistance Program that meets the needs of Division employees.
6. An employee wishing to use the EAP may:
 - 6.1. contact one of the listed counselling services directly; or
 - 6.2. contact Human Resources, for further information, if desired.
7. It is the employee's responsibility to clarify payment procedures with the service provider prior to receiving services. Some services may be covered by the Alberta School Employees Benefit Plan (ASEBP), some providers require extra billing, and some providers have a financial arrangement with the Division. In the latter case, the agency assigns a client number for confidential billing to the Division.
8. The service provider may make application to the ASEBP for partial payment of services as outlined in the Extended Health Care Benefit Guide published by the Alberta School Employee Benefit Plan.
9. Details regarding services available, authorized counselling agencies and billing guidelines are available in the annual Employee Assistance and Wellness Programs brochure, which is available on the Division website.

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Wellness Programs

1. The Wellness Program offered by the Division is available to every Division employee and his/her partner as specified in the employee's ASEBP benefits.
2. A listing of the variety of options that are available to benefit the health and well-being of employees and partners may be found in the annual Employee Assistance and Wellness Programs brochure, which is available at worksites, the Division website, and/or through Human Resources.
3. Details regarding fees and rates are available in the annual Employee Assistance and Wellness Programs brochure and are subject to change without notice.