

402.8.3 Employee and Family Assistance Program

Policy

The Superintendent or designate shall oversee a program that promotes employee and family wellness. In addition, the Superintendent or designate shall oversee the Employee and Family Assistance Program (EFAP) 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. inform employees of the EFAP services available through the Division's benefit provider; and
 - 1.2 promote access to services for employees and/or the employees covered family member(s) through the Division's benefit provider and EFAP services.
2. An employee may access the Division EFAP voluntarily or through a referral by Human Resources.
3. To voluntarily access the EFAP, an employee must be a participant in the Alberta School Employee Benefit Plan.
4. 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 or employment contract.
5. In the case of a mandatory referral of an employee by Human Resources for treatment because performance of duty has been impaired, the following will be considered a condition of continued employment with the Board:
 - 5.1 acceptance by the employee of the referral;
 - 5.2 adherence to the prescribed treatment program;
 - 5.3 improvement in the job performance to an acceptable level.
6. Whether the referral is voluntary or mandatory, the employee information will be handled confidentially.

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

References

Alberta Education Act: 226
Division Policies: 403.3 Employee Discipline, 600.1 Guiding Principles
Other: Alberta Labour Relations Code, Criminal Code of Canada,
Canada Food and Drugs Act, Employment Standards Act,
Collective Agreements, Employment Contracts