Administrative Procedure 420
Employee Assistance Program (EAP)

The Limestone District School Board is committed to employee health and wellness and recognizes that everyone faces challenges in their lives for which they may require additional support. To this end, the Board has implemented an employee assistance program (EAP) to provide employees with access to 24/7, confidential counselling services.

The intent of the EAP is to offer preventative and rehabilitative services based on self-referral. The program therefore provides service to employees in a number of areas including financial matters, physical illness, mental health, marital or family difficulties, elder care and/or substance abuse.

1. General Guidelines

1.1. The Employee Assistance Program is an external third-party provider who provides preventive and rehabilitative services to employees.

1.2. The Employee Assistance Program shall arrange for the delivery of information programs focused on prevention and dealing with lifestyle-related health or personal challenges.

1.3. The Employee Assistance Program shall not be part of the disciplinary process.

1.3.1. The Employee Assistance Program shall not result in recrimination against any staff member who chooses to access its services.

2. Scope of Service

2.1. The Employee Assistance Program shall provide individual staff members with the following service:

2.1.1. a confidential assessment;

2.1.2. a coordinated referral to a community resource, when appropriate;

2.1.3. short-term counselling services; and,

2.1.4. supportive aftercare, when appropriate.

3. Confidentiality

3.1. The Employee Assistance Program counsellor shall be charged with the responsibility for ensuring that all information received from staff members participating in the program will be held in the strictest confidence.

4. Record Keeping

4.1. All matters of record keeping and reporting shall be strictly confidential.

4.2. The Director of Education and/or employee groups shall not require the Employee Assistance Program counsellors to reveal any confidential information.

4.3. Personal information related to a staff member accessing the Employee Assistance Program shall not be used by a staff member, a staff group or the board for disciplinary, grievance or arbitration purposes or procedures.

5. Program Advisory Committee

5.1. A Joint Employee Assistance Program Advisory Committee, representative of the district and its employee groups, may be constituted to oversee the operation of the Employee Assistance Program.

5.2. The Committee will not be involved with the handling of individual cases.

Legal Reference:

Municipal Freedom of Information and Protection of Privacy Act