

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Employee and Family Assistance Program	CODE: GBA
LEGAL STATUS: Board Motion #80.06, #22.14, #28.21	DATE APPROVED: 27 Mar 06, 27 Jan 14, 8 Feb 21

Background: The Board of Education recognizes the importance of healthy lifestyles for all employees and supports those interests and activities which strengthen the mental, spiritual and physical well-being of staff members. Further recognizing that work performance may be affected by personal problems, the Board is committed to the principle of providing assistance to employees and their families in dealing with those problems especially as they relate to family, marriage, spirituality, finances, substance abuse, grief, anxiety, or depression.

POLICY: **The Board of Education shall maintain an Employee/Family Assistance Program (EFAP) which provides confidential counselling to employees and eligible members of their families.**

- Guidelines:**
1. The Director of Education or designate shall be designated as Employee/Family Assistance Program Co-ordinator and shall have responsibility for the organization and administration of the program.
 2. An Employee/Family Assistance Program Ad hoc Committee shall be formed when there is a need to review the Employee/Family Assistance Program. The Committee shall make recommendations to the Board of Education.
 3. The Employee/Family Assistance Program Ad hoc Committee shall consist of six members:
 - a. Director of Education or designate (Chairperson)
 - b. one representative from each of
 - Catholic Education Centre support staff
 - Non-Union School Support Staff
 - Union Support Staff (Caretakers)
 - Teacher Council
 - Board of Education

The makeup of the committee is subject to revision.

The Ad hoc Committee shall form and meet as determined by the Director of Education or designate based on need brought forward by the Director of Education or designate or by a school division employee. The committee shall dissolve once the purpose for which it was formed has been met.
 4. The mandate of the Employee/Family Assistance Program Ad hoc Committee shall be:

- a. to ensure that the program objectives and design are defined and revised as necessary;
 - b. to develop, implement and maintain an awareness program for employees and their families;
 - c. to prepare a program evaluation method, and conduct an evaluation periodically as needed with report to the Board of Education;
 - d. to develop a knowledge base of similar programs and of agencies and organizations operating in the field of employee assistance programs.
5. The Board of Education shall engage an external agency to provide professional counselling services to staff members and eligible family members.