

## POLICY

<b>Policy Title</b>	Employee And Family Assistance Program
<b>Policy Holder</b>	Organizational Effectiveness
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	December 9, 2012
<b>Next Review Date</b>	

### Purpose

The purpose of the EFAP is to assist employees to maintain/regain well-being, and to help restore them to full health and productivity. It is not intended to interfere with the private lives of employees.

### Scope

The EFAP offers employees and their families access to a confidential referral source that can address problems affecting job performance, emotional or mental health or relationships with others.

### Policy Statements

1. Confederation College recognizes that every employee is a valuable resource. Through wellness initiatives such as the Employee and Family Assistance Program (EFAP); OPSEU, OCASA and management work together to promote the well-being of employees.
2. Periodically individuals may require non-threatening and confidential assistance to maintain or regain their sense of well-being. Most problems can be successfully resolved if they are identified early and referred to the appropriate community resource. Physical illness, emotional stress, marital or family conflicts, chemical dependency, financial, legal, vocational, and work-related problems may have a profound impact upon the lives of those employees affected, their families, their co-workers and job performance.
3. EFAP offers employees and their families access to a confidential referral source that can address problems affecting job performance, emotional or mental health or relationships with others.

4. The purpose of the EFAP is to assist employees to maintain/regain well-being, and to help restore them to full health and productivity. It is not intended to interfere with the private lives of employees.

## Guidelines and Rights

1. An employee's participation in the EFAP will not be a factor in, and/or result in, discrimination related to job security or promotional opportunities, and will not become part of personnel records.
2. Voluntary use of the EFAP entitles an employee to all benefits, services, and insurance coverage subject to the terms of the existing plans.
3. Rights of employees to grievance procedures and rights of the employer to maintain discipline are not waived by participation in the EFAP.

## Confidentiality

1. Confidentiality is critical to the success of employee assistance, therefore, all matters discussed in interviews and any help received from community resources will remain strictly confidential.
2. An employee's voluntary use of the EFAP is strictly confidential, and no records will be kept indicating that the employee has considered or participated in the program.
3. Release of information will occur only with the written, informed consent of the employees involved in the EFAP.
4. Confidentiality may not be maintained when:
  - A crime is being planned or it has been confirmed by authorities that one has been committed; and/or
  - An employee may harm themselves or another person.

## Records

Statistical records, which are needed for program evaluation (quality assurance), will be tabulated to reflect the overall results of the EFAP. Records will not include the names of employees or any other personal identification.

## General

The contract and EFAP provider will be re-tendered every five years. The Manager, HRS, will chair an adhoc selection committee with representatives from each of the employee groups.

## Non-Compliance

### Revision History

Version	Change	Author	Date of Change