

Employee Assistance Program	
Adopted: June 30, 1987	Last Reviewed/Revised: January 16, 2024
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: N/A	

Purpose

The purpose of the Employee Assistance Program (EAP) is to provide confidential professional assessment, referral and short-term counselling services to assist employees and their dependents on a wide range of issues. The goal is to keep employees healthy, at work, productive and engaged.

Application and Scope

The Halton Catholic District School Board (HCDSB) fully supports this program for all HCDSB employees and their immediate family members, who self-choose, are recommended and/or mandated to the program for professional counselling services. The statistics regarding the EAP program will be provided to a committee comprising of representatives of the various employee groups, management and trustees, on an annual basis for review and information. This will allow for feedback to be provided regarding the program.

Principles

The Halton Catholic District School Board recognizes and supports a program based on:

- An attitude of compassion for the treatment of difficulties encountered by employees and their immediate family members.
- The knowledge that successful resolutions to serious difficulties require a high degree of individual personal motivation and co-operation on the part of the individual undergoing counselling.
- The recognition that employees and their immediate family members share a primary concern for the education and well-being of children within the HCDSB, which may place considerable stress on these individuals to be both professionally competent and personally contented.
- The recognition that economic and social conditions may place added pressures on individuals.

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- The acceptance that an employee who seeks assistance through the EAP will not have, by so doing, adversely affected that individual's position with the HCDSB.
- The recognition that confidentiality shall be maintained in relation to all aspects of an employee's decision to seek assistance through this program.

Requirements

HCDSB maintains strict confidentiality for all employees who self-choose, are recommended to and/or are mandated for entry into the EAP. HCDSB expectations are the following:

SELF-CHOSEN TREATMENT PROGRAM:

- Employee must maintain acceptable job performance throughout the treatment period.
- Employee must maintain an acceptable attendance level at work.

RECOMMENDED TREATMENT PROGRAM:

- Employee must maintain acceptable job performance throughout the treatment period.
- Employee must maintain an acceptable attendance level at work where applicable and within the program.
- That while a referral may be suggested by an employee's colleague or immediate supervisor, it is at the discretion of that employee to actually register in the program.
- That should an employee decline assistance through the program and job performance and attendance at work do not improve or continue to deteriorate, the employee may be subject to a further review through the appropriate HCDSB program.

MANDATORY TREATMENT PROGRAM:

- That a determination of deteriorating job performance, as noted by an employee's immediate supervisor, shall result in a referral of that employee to an approved resource individual.
- Employee must maintain acceptable job performance throughout the treatment period.
- Employee must maintain an acceptable attendance level both at work and within the program.
- That should an employee decline assistance through the program and job performance and attendance at work do not improve or continue to deteriorate, the employee shall be subject to a further review through the appropriate HCDSB program.

PROGRAM PARAMETERS:

- Will be determined by the HCDSB and the Employee Assistance Program (EAP) Provider through a Competitive Bid process, which may be reviewed and modified from time to time.
- Details about how to access the HCDSB's EAP will be made readily available to all employees via regular communication, posters, and electronic postings.

APPROVED: Regular Meeting of the Board



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AUTHORIZED BY: _____
Chair of the Board