

Administrative Procedure 405

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)

Background

The service is designed to assist employees and their families to effectively address personal and workplace challenges where immediate support would be of assistance. The District is committed to the principle of assisting in the support and rehabilitation of employees. Typically, these are in areas such as health needs, financial, legal or family issues or abuse of alcohol or other drugs. This service does not provide long-term treatment and/or counseling, but will assist the employee to obtain these services if required.

Procedures

This is a confidential service, accessible through direct contact by the employee. It is likely that neither the employee's immediate supervisor nor the Human Resources Department will be aware of an employee who has "self-referred". However, the following are expectations for supervisors and the Human Resources Department:

1. Responsibilities of Immediate Supervisor
 - 1.1 Identify staff who may require assistance.
 - 1.2 Provide the employee with information regarding the EFAP plan.
2. Responsibilities of the Human Resources Department
 - 2.1 Regularly review the EFAP service delivery contract.
 - 2.2 Assist the employee whenever possible.