

<b>PARKLAND COLLEGE</b>	<b>CATEGORY D</b>	<b>PERSONNEL AND EMPLOYEE RELATIONS</b>
<b>EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)</b>	<b>POLICY #: OPR D-19</b>	<b>APPROVED: OCTOBER 9, 2012</b> <b>(MINISTERIAL APPROVAL: JAN. 15, 1997)</b> <b>REVIEWED: JANUARY 26, 2015</b>

### **PROGRAM OVERVIEW**

- The Employee and Family Assistance Program is a confidential, voluntary, non-disciplinary professional counselling resource providing preventative and short-term intervention services for employees of Parkland College and their eligible family members.
- The objective of the Employee and Family Assistance program is to assist employees in dealing with those personal problems that could adversely affect their work. Resolving personal difficulties at an early stage may prevent work problems from developing. Therefore, the program supports prevention initiatives and encourages early identification and appropriate intervention.
- Eligible family members are included in the program because personal and work stresses of each family member can negatively affect the employee and the family. More specifically, an employee's well-being and work performance can be affected by the problems of a spouse or dependent child. Family members can use the program's services to deal with personal concerns or receive support in arranging help for eligible family members.

### **CONFIDENTIALITY**

- Confidentiality and respect for individual and family privacy is a cornerstone of the EFAP.
- Any third party who has knowledge of an employee's involvement in the program must remember this is privileged information and must be held in the strictest confidence.
- Counselling records, medical reports or other communication arising from an employee's assessment and counselling through the EFAP will only be released with the written consent of the employee.
- In exceptional circumstances involving a legal or moral obligation to ensure individual or public safety, the service provider will initiate appropriate disclosure following discussion with the employee or family member.

### **PURPOSE**

- The purpose of the program is to provide prevention, assessment and personal counselling services for employees and their families upon request. Such assistance may be appropriate for employees who job performance could deteriorate or has already done so because of personal, social or health problems.
- As with anyone else, Parkland College employees may have personal problems that can adversely affect family and community relationships, health and work.

<b>PARKLAND COLLEGE</b>	<b>CATEGORY D</b>	<b>PERSONNEL AND EMPLOYEE RELATIONS</b>
<b>EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)</b>	<b>POLICY #: OPR D-19</b>	<b>APPROVED: OCTOBER 9, 2012 (MINISTERIAL APPROVAL: JAN. 15, 1997) REVIEWED: JANUARY 26, 2015</b>

- Such problems may include emotional difficulties, marriage, family and parenting concerns, bereavement, issues relating to self-esteem, problems caused by alcohol and drug abuse, financial problems, coping with change, managing stress, traumatic events and group conflict.

### **ELIGIBILITY**

- Any in-scope employee working average of 15 hours/week or more;
- Spouses of employees;
- A spouse being:
  - A partner to whom you are legally married;
  - A common law person with whom you have lived for at least 12 consecutive months.
- Dependents of employees; a dependent being:
  - Your child or stepchild under 18 years of age for whom you are legally and financially responsible;
  - Your child or stepchild between the ages of 19 and 25 inclusive whom you support and who is attending an educational institution on a full-time basis; and...
  - Your child or stepchild over 18 who is solely dependent upon you due to a mental or physical disability.

### **ACCESS TO SERVICE**

- Employees using services through the Employee and Family Assistance program refer themselves.
- A supervisor may make suggestions when an employee chooses to share a personal concern and work difficulties appear to be related to personal problems, however the decision to access the EFAP always remains with the employee.
- Eligible family members may contact the program directly as well.
- The employee or family member will contact the service provider, who will arrange an assessment.
- An employee or family member may also make an anonymous inquiry or consultation with the service provider.

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)	POLICY #: OPR D-19	APPROVED: OCTOBER 9, 2012 (MINISTERIAL APPROVAL: JAN. 15, 1997) REVIEWED: JANUARY 26, 2015

**1. Employee Responsibility**

- The decision to accept involvement in the EFAP is the personal responsibility of the employee. Employees participating in the EFAP will be expected to maintain existing job performance standards and established work rules.
- The EFAP encourages employees to voluntarily seek assistance for personal problems and to assist those employees whose personal problems are adversely affecting their work or have the potential to adversely affect their work performance.

**2. Employer Responsibility**

- The employer will join together with the employees in the development and administration of an effective Employee and Family Assistance program.
- There is no documentation in the employee's file associated with an EFAP counselling.

**3. Service**

- Employees are eligible for a maximum of \$400/year.
- The service provider will be the first point of contact and may refer to other agencies as required or requested. The approved service provider is as follows:

1. The Society for the Involvement of Good Neighbours (SIGN)  
83 North Street Yorkton, SK S3N 0G9  
**(306) 783-9409**  
<http://sign-yorkton.org/>
2. Pure Fusion Health Services  
36-Second Avenue North Yorkton, SK S3N 4A9  
**(306) 782-7820**  
<http://www.purefusionhealth.com/>
3. Shepell FGI  
**1-800-387-4765**  
<http://www.shepell.com/en-ca/totalhealthsolutions/efap/>