

ADMINISTRATIVE PROCEDURE NO. 411

EMPLOYEE ASSISTANCE AND WELLNESS PROGRAMS

Background

As a Catholic School jurisdiction, we value our staff and treat staff in a manner that is consistent with our Catholic Christian morals and beliefs. Staff members, who are healthy spiritually, physically, mentally, and psychologically, are productive employees, capable of providing the best services to children and students.

An Employee Assistance Program will be available, with confidentiality guaranteed, to any employee and their immediate family experiencing problems that adversely affect their work performance.

All employees will be provided opportunities from time to time to participate in a proactive wellness program, aimed at promoting employee health and fitness. Each activity within such a program will be funded by the Board and the participating employee.

Procedures

1. The employee seeking assistance must phone the referral agent, whose telephone number shall be available in all Divisional facilities.
2. The referral agent will arrange for an initial consultation with the employee and shall determine the service that is required.
3. The costs for services provided through the Employee Assistance Program (E.A.P.) shall be those normally covered by the Alberta School Employees Benefit Plan (A.S.E.B.P.) or Standard Life.
4. Any difference in the cost of services obtained through the E.A.P. and the amount of coverage provide by A.S.E.B.P. and Standard Life shall be paid by the Board and the employee on a 50/50 basis to a maximum per annum as per ASEBP guidelines. All cost of treatments beyond ASEBP maximum coverage shall be the total responsibility of the employee.
5. A special standing committee, (E.A.P. Fees Committee), consisting of the Superintendent (or designate) and two employees, shall hear recommendations from the referral agent regarding special cases and shall make recommendations to the Board for support of extraordinary costs for treatment. The E.A.P. Fees Committee shall be responsible for ensuring anonymity of those whose case is brought before the Committee.

6. The Division E.A.P. Coordinating Committee, which shall consist of one employee representing each Division school and one employee from the central office administration, is a standing committee with the following functions:
 - a. Receive statistics and evaluation with respect to the E.A.P.
 - b. Keep employees in all Division facilities informed on E.A.P. developments.
 - c. Make recommendations to the Board regarding appropriate changes in the program and/or procedures.
 - d. Plan and implement, with Board approval, appropriate Wellness program activities for all employees.