

Employee and Family Assistance Program (EFAP) Policy

Office of Administration:	Vice-President, Administration
Approval Authority:	Board of Governors
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1. Purpose

1.1 The Employee and Family Assistance Program (EFAP) Policy is intended to assist the University and employee groups to work together to provide education and support for those employees who are, or may begin, to experience difficulties which may result in the deterioration of their health and/or work performance.

1.2 The EFAP will provide assistance in areas such as:

- Alcohol or Drug Abuse
- Credit Counselling
- Depression/Stress
- Family Issues
- Fitness Program
- Grief Recovery
- Healthy Weight Support
- Marital/Relationship Issues
- Nutrition Information and Counselling
- Parental Support
- Personal Matters
- Physiological Issues
- Smoking Cessation Programs
- Workplace Issues

1.3 The Program will provide this support through:

1.3.1 Education

The services offered by the EFAP have been developed with a view to addressing both personal and work-related problems at various stages along the continuum from illness (clinical) through to wellness (preventative). Based on requests from the EFAP Committee, union or association executives, management or individual employees through the Coordinator; the EFAP will hold information sessions on topics which affect the ability of employees to perform work duties.

1.3.2 Referrals

When an employee has a personal concern which is or has the potential to affect her or his ability to function well within the job, the employee will make contact with the Office of the EFAP Coordinator to obtain help. This contact is necessary in order to ensure quality assistance and financial support for the assistance through the Laurentian University Employee Assistance Program. Through the Coordinator, the employee will be provided with information about available services, the cost and the extent to which the University will subsidize those costs. The employee may choose to have the Coordinator make a referral or may choose to make the contact directly after speaking with the Coordinator.

2. Scope

2.1 The EFAP provides assistance to all employees of Laurentian University and their immediate dependents, which are defined as the employee's spouse and dependent children under the age of twenty-five who reside in the same household. Retirees who are receiving assistance through the EFAP as of the date of their retirement are also eligible to continue that assistance for up to one year following the date of retirement.

3. Definitions/Principles

3.1 Responsibilities

The program is voluntary and not meant to interfere with the private life of the employee or her/his family or the employee's work. The supervisor is responsible for suggesting the use of the program to an employee who is experiencing difficulties. The assistance offered through the program is intended as a short term measure. Cases

requiring long-term treatment/intervention shall be addressed in accordance with the University's policy on sick leave. Utilization of the program by an employee shall not interfere with that employee's position, employment or opportunities for promotion, compensation or other forms of advancement within the university.

3.2 The Employee and Family Assistance Program Committee

3.2.1 Composition

The Employee and Family Assistance Program (EFAP) Committee is comprised of one representative appointed by each of the employee unions or associations, one representative from Human Resources and Organizational Development, the Vice-President Academic and Provost or designate and resource people as required. The Committee is advisory in nature to the Coordinator of the Program who reports to the Vice-President, Administration for this Program.

3.2.2 Terms of Reference

- a) to ensure that the program and its intent is communicated to all employees;
- b) to maintain ongoing communication between the employee unions or associations and the Committee concerning policy, education and the program;
- c) to monitor the effectiveness of the program and to make recommendations for changes through the Coordinator to the Vice-President, Administration;
- d) to act as a resource for employees who wish to obtain information about the program and how it works.

Meetings will be held as required, not normally less than eight times per year.

3.3 The Employee Assistance Program Coordinator

The Coordinator will work closely with individual employees, unions, associations, supervisory personnel and management to ensure support for Laurentian employees through the proper functioning of the program. Among other duties to Coordinator will:

- meet with employees in order to provide confidential referrals appropriate to their concerns;
- consult with agencies in the Sudbury Region in order to provide the best options for Laurentian employees;
- respond to requests for or initiate information sessions on topics of concern;
- work in conjunction with other units within the University to address broad issues for the promotion of a healthy workplace;
- be responsible for education and training about the program;
- distribute written information about the program to current and new employees;

- chair the EAP Committee;
- compile program statistics for budgetary and evaluation purposes;
- monitor the services provided by community agencies through employee feedback;
- establish the initial referral for employees in crisis;
- provide feedback to the Committee on the utilization and effectiveness of the program;
- maintain a health and wellness resource library;
- prepare an annual report on the program for the Vice-President, Administration.

3.4 Confidentiality

Confidentiality of all information obtained through the Office of the EFAP Coordinator will be maintained under the rules and regulations of the Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act (PHIP).

3.5 Records

Records of the use of the program by employees will be kept in the Office of the EFAP Coordinator in the Health and Wellness Office.

4. Policy Statement

4.1

The responsibility of the EFAP is to assist employees in maintaining a level of physical and mental health which will allow them to fulfil their work obligations to the University. It is recognized that successful resolution of problems requires both a high level of willingness on the part of the employee to resolve their concerns and appropriate referrals to help in addressing these concerns.

Nothing in this policy is to be regarded as depriving:

- an employee of her/his rights under a collective agreement or her/his rights to Association or Union representatives;
- the Union's or the Association's representatives of their rights to represent employees, including the process of the grievance procedure;
- the University and its supervisors of their rights to manage the workplace and assess discipline.