

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

POLICY FOR AN EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

PURPOSE:

To establish a policy for enrolment and access to an Employee and Family Assistance Program (EFAP) which will assist employees, Council members and fire and first response members when dealing with personal difficulties that may have an adverse effect on their job performance and attendance.

POLICY STATEMENT:

The Township of O'Connor recognizes that its employees, Council members and fire and first response members and their families may experience personal difficulties from time to time that may affect their emotional, physical and mental health. To help them cope with these situations the Township of O'Connor has made available an EFAP.

Confidentiality is maintained with regard to any person accessing the program. **No one**, including Council members, administrative staff or supervisors within the Township of O'Connor will be made aware of any employee, Council member or fire and first response member making contact with the EFAP.

RESPONSIBILITIES:

The Clerk-Treasurer will be responsible for making sure Council members and all employees are aware of the EFAP. The Township of O'Connor Fire Chief will be responsible for making sure that all fire and first response members are made aware of the EFAP.

The Township of O'Connor shall pay 100% of the cost of the EFAP for each full-time employee and Council member. Any full-time employee or Council member that declines to participate in the program shall sign a waiver indicating their wish not to participate. For the purpose of this policy, a full-time employee is defined as an employee who is paid for a minimum of 25 hours per week and 52 weeks per year.

The Township of O'Connor will pay 50% of the annual cost of each seasonal, part-time and casual employee and 100% of the annual cost for fire and first response members who wish to participate in the program. To become eligible for the program, payment, where applicable, must be made to the Township of O'Connor by January 1st of each year or upon enrolment if enrolled during the year.

POLICY FOR AN EMPLOYEE FAMILY ASSISTANCE PROGRAM (Con't)

The EFAP is provided through an agreement with a recognized approved provider and the Township of O'Connor.

PROCEDURES:

The EFAP is a personal and confidential system of assessment, counselling and referral services available to eligible individuals at no additional charge.

An eligible individual is defined as:

- a) Any full-time employee and their significant others residing with them that have not signed a waiver indicating that they do not wish to participate in the EFAP.
- b) Any Council member and their significant others residing with them who has not signed a waiver indicating that they do not wish to participate in the EFAP.
- c) Any seasonal, part-time or casual employee and their significant others residing with them that have not signed a waiver indicating that they do not wish to participate in the EFAP.
- d) Any fire and first response member and their significant others residing with them who have expressed an interest in the EFAP.
- e) In respect to section a) to d) above, the program may be extended for any former member after a death, personal tragedy or misfortune for a period of up to one year if the member or their significant other accepts the offer.

Significant others are defined as persons residing with the eligible employee. If the significant other is temporarily away from the employee's residence, e.g., attending school, or due to a temporary relationship problem, they will still be eligible for EFAP service

Eligible individuals will be provided with an information fact sheet that details the services offer through the EFAP and contact numbers for when the services may be required. A wallet sized card with contact information will also be provided.

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The Township of O'Connor recommends the earliest possible utilization of the EFAP by eligible individuals who are experiencing personal problems, especially where those problems may affect the performance of his or her duties.

Full-time employee will be granted time off work for counseling session that may be utilized through their sick leave benefit, floater and vacation entitlement or without pay if all sick leave, floaters or holidays earned has been used. However, full-time employees must recognize the adverse impact of absence from work and bear this in mind when scheduling appointments.

EFFECTIVE DATE: This policy shall come in effect as of the date of December 5, 2011.

Policy Amended December 7, 2015 as per resolution #5

Policy Amended May 24, 2016 as per resolution #7