

## **STAFF EMPLOYEE ASSISTANCE PROGRAM**

### **Background**

The Division believes in facilitating a healthy and productive working environment for its staff. The provision of an Employee Assistance Program, which includes consultation, counselling and referral services, is viewed as a constructive program for promoting and maintaining the well-being of Division Staff.

### **Procedures**

1. The Employee Assistance Program may be accessed by all Division Staff and their dependents.
2. The Division assumes responsibility for the Employee Assistance Program.
3. The type and duration of professional services a staff member requires is determined by the Coordinator of the Employee Assistance Program in consultation with the staff member requesting assistance.
4. An advisory committee as outlined in Policy 8 is responsible for the coordination, promotion, monitoring, and evaluation of the Employee Assistance Program.

Reference: Section 60, 61, School Act