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**EMPLOYEE AND FAMILY ASSISTANCE  
PROGRAM**

**#2-04**

<b>Approved by:</b>	Board of Governors
<b>Effective Date:</b>	December 15, 1993
<b>Date of Approval:</b>	December 15, 1993
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<b>Date to be Reviewed:</b>	December 2006
<b>Administrator Responsible:</b>	Associate Vice President, People, Equity & Inclusion

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**POLICY**

- 1. The Employee and Family Assistance Program provides short-term, confidential counselling to employees and their family members who are dependents as defined by the College's Benefit Plan.**
- 2. Any decision on the part of an employee to seek assistance is an independent decision and will in no way affect the employee's position or employment or form part of a personnel record.**
- 3. The program is in no way meant to interfere with the private life of the employee.**
- 4. No administrator and no member of the Committee will have access to any employee's name in the course of administering or evaluating the Employee and Family Assistance Program. Confidentiality will be maintained at all times.**
- 5. If periods of time off from work are deemed necessary for appointments, this will be treated in the same manner as time off for medical appointments.**

**PURPOSE**

The college community recognizes that almost any human problem can be successfully treated if it is identified in its early stages, and appropriate treatment is provided. This is true whether the problem is one of physical, mental or emotional illness, financial, marital or family distress, alcoholism, drug abuse, legal problems, or other concerns. These concerns have a potentially serious impact upon the lives of employees and their families.

## **ESTABLISHMENT OF JOINT COMMITTEE**

A joint committee shall be established to implement and evaluate the effectiveness of the Employee and Family Assistance Program.

The Committee shall include representation from the Canadian Union of Public Employees, Local 3479, the North Island College Faculty Association and Administration.

## **RESPONSIBILITIES OF THE JOINT COMMITTEE**

1. To elect a chairperson and recording secretary and to keep minutes of any meetings or proceedings of the Committee.
2. To define the parameters of the Employee and Family Assistance Program as to policy and procedures.
3. To ensure that the program and its intent are communicated to all employees and their families.
4. To support the planning, coordination and presentation of ongoing orientation and education programs.
5. To review, evaluate and make appropriate recommendations regarding the Employee and Family Assistance Program to all parties within the first year of implementation.
6. To maintain absolute confidentiality.

### **Definitions:**

Employee and Family Assistance Program: An Employee and Family Assistance Program is a program designed to offer confidential assessment and counselling to employees and their dependents.

Who is Eligible to Participate? Employees and their family members who are dependents and who are covered by North Island College's benefit plans in accordance with the appropriate policies and/or collective agreements.