



## **Administrative Procedure 406**

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# **EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)**

## **Background**

The service is designed to assist employees and their families to effectively address personal and workplace challenges where immediate support would be of assistance. The District is committed to the principle of assisting in the support and rehabilitation of employees. Typically, these are in areas such as health needs, financial, legal or family issues or abuse of alcohol or other drugs. This service does not provide long-term treatment and/or counseling but will assist the staff member to obtain these services if required.

This is a confidential service, accessible through contact directly from the employee. It is possible that neither the employee's immediate supervisor nor the Director of Human Resources will be aware of an employee who has "self-referred". However, the following are expectations for supervisors and the Director of Human Resources.

## **Procedures**

1. Responsibilities of Immediate Supervisor:
  - 1.1 Seek to identify staff who may require assistance.
  - 1.2 Provide the employee with information regarding the District EFAP plan.
2. Responsibilities of the Director of Human Resources:
  - 2.1 Regularly review the EFAP service delivery contract.
  - 2.2 Assist the employee whenever possible.
  - 2.3 Provide supportive counsel during the period of recovery and follow-up.
  - 2.4 Assure the employee of the confidentiality of the program.

Legal Reference: Sections 22, 65, 85 School Act  
Employment Standards Act  
Freedom of Information and Protection of Privacy Act

Adopted: December 15, 2020, November 28, 2024