

Personnel - All

**Effective Date:** September 30, 2008

**Supersedes:** May 11, 2005

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**POLICY**

- 1.00 Personal difficulties (including physical, mental, emotional, marital, family, alcohol, drug, or financial problems) may have serious effects on the work performance, personal life, and health of a faculty or staff member (hereinafter referred to as "employee") as well as work colleagues and/or family members.
  - 1.01 The University recognizes that many human problems which may affect work performance can be resolved if they are identified in the early stages and assistance is sought from an appropriate resource.
  - 1.02 It is recognized that the resolution of such problems will require a high degree of personal motivation on the part of the employee and that the employee must participate in attaining a resolution.
  - 1.03 The employee may need help in resolving his or her problem. The University's Employee Assistance Program (E.A.P.) offers a free confidential and professional counselling service to regular full-time employees and eligible employees under their respective collective agreements. Counselling under the E.A.P. is provided at an off-campus location by an independent agency which is not affiliated with the University.
- 2.00 Utilization of the services offered by the Employee Assistance Program is voluntary. The program is not meant to interfere with the private life of the employee or his or her family.
  - 2.01 Confidentiality within the law shall be maintained at all times, except with the written consent of the employee.
  - 2.02 Utilization of the Employee Assistance Program by an employee shall not interfere with that employee's position, employment or opportunities for promotion, salary increments, or other forms of advancement within the University.
- 3.00 The services provided by this Plan are available only to regular full-time employees and eligible employees under their respective collective agreements.
  - 3.01 Although the employee is the primary focus of the program, counselling for the employee's family is acceptable when family counselling is necessary to the employee's progress.

## POLICY 3.8 – Employee Assistance Program

- 3.02 In the event that an employee enlisting services under this plan ceases to be a regular full-time employee or eligible employee under his or her respective collective bargaining agreement, the employee shall be eligible to participate in the Employee Assistance Program. This program is provided to eligible employees and their family members. The program is designed to provide confidential and confidential services to eligible employees and their family members. The program is provided to eligible employees and their family members. The program is provided to eligible employees and their family members.

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