

City of Kenora Employee Assistance Program



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Human Resources	October 24, 2005	8	1	2
Subsection	Repeals By-Law Number		Policy Number	
General			HR-2-2	

Purpose

To establish guidelines for assisting and dealing with employees who may have personal problems which contribute to unsatisfactory work performance.

To motivate and encourage employees to seek and accept assistance through the Employee Assistance Program.

To assess individual employee situations and with their co-operation develop a plan of action.

To assist employees in obtaining the services they require.

To co-ordinate and ensure follow-up on employees utilizing the Program.

Policy

The Corporation is concerned with the well being of its employees and is committed to assisting employees who may be experiencing difficulties in their personal lives which result in unsatisfactory work performance. The Corporation recognizes that many of these problems can be overcome and that successfully rehabilitated employees can return to satisfactory job performance and productivity levels.

Confidentiality

All referrals to the Employee Assistance Program will be held in strict confidence by the City of Kenora and the EAP Committee.

Discipline

The Employee Assistance Program is not a disciplinary process and will not be utilized as such.

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Sick Leave and Benefits

Time lost for treatment received under the Employee Assistance Program will be considered authorized leave without pay. However, the employee may use accumulated vacation credits, lieu time, and/or sick leave credits to cover the time spent in the program in accordance with the other City policies.

Employees may also apply for insured sick leave benefits.

Responsibility

The decision to accept a referral for assessment and to participate in a prescribed assistance program is the personal responsibility of the employee. Participation in the Employee Assistance Program is on a voluntary basis. This Program is not intended to be used as a disciplinary tool.

Referral

Each referral will be treated on an individual basis taking into consideration the employee's needs and wishes.

Monitor Work Performance

Managers and Supervisors must become familiar with the Employee Assistance Program and observe and refer employees who would likely benefit from the Program.

EAP Committee

The Employee Assistance Committee will be comprised of members as agreed upon by the Labour Management Committee and the Unions.

Self Referral

Any City of Kenora employee can seek assistance.

Other

A Supervisor may suggest that a particular employee be approached by a member of the EAP Committee for the purpose of offering assistance. The employee will then have the right to accept or reject the offer.