



CITY POLICY

POLICY NUMBER: A1101

REFERENCE:

Commissioners Ref. #1009 1981 01 28

ADOPTED BY:

City Manager

SUPERSEDES:

5005

PREPARED BY: Personnel Department

DATE: 1985 11 05

TITLE: EMPLOYEE ASSISTANCE SERVICE

Policy Statement:

THE CITY RECOGNIZES THAT BEHAVIOURAL HEALTH PROBLEMS ARE ILLNESSES AND, IN CO-OPERATION WITH THE UNIONS/ASSOCIATIONS/DEPARTMENTS, SHALL ASSIST PERMANENT EMPLOYEES IN OBTAINING TREATMENT.

The purpose of this policy is to:

Assist employees with behavioural health problems.



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1. DEFINITIONS

- 1.01 Behavioural Health Problem - any mental, emotional, or social problem, including alcohol and drug abuse, which may impair the individual's ability to continue to function effectively.
- 1.02 Employee Assistance Service - Unit established to assist employees with potential behavioural problems.
- 1.03 Joint Employee Assistance Service Consultation Committee - Advisory Committee consisting of representatives of Civic unions/associations and departments.

2. RESPONSIBILITIES

- 2.01 Corporate Personnel Department to: co-ordinate, monitor, and evaluate the program on behalf of the City.
- 2.02 Unions/Associations to: monitor and evaluate, on behalf of its' members, the program within the intent of the policy.
- 2.03 Employees to: be responsible for their health and maintain an acceptable level of work performance, seeking assistance if serious problems arise.
- 2.04 Line Departments to: assist employees in optimal use of the E.A.S. through identification of performance problems and appropriate referral.
- 2.05 Employee Assistance Service to: work jointly with employees, unions/associations, and management in providing unbiased professional assessment (diagnosis) of behavioural health problems and to provide appropriate referrals or treatment.
- 2.06 Finance Department to: administer appropriate benefits in accordance with policy and benefit plans.
- 2.07 The Joint Employee Assistance Service Consultation Committee to: provide advice/guidance to the program.

3. GUIDING PRINCIPLES

- 3.01 Supported by Union/Associations and Management, the E.A.S. is for the benefit of all parties.
- 3.02 Assistance may be requested by:
 - a) Voluntary referral made by an individual employee.
 - b) Joint referral made jointly by a supervisor and an employee usually by reason of unsatisfactory job performance.
- 3.03 Reasons for joint referrals shall be documented by the supervisor and signed by the employee.
- 3.04 Assistance will be provided by the Employee Assistance Service according to the individual's need utilizing Employee Assistance Service staff and/or community resources.



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- 3.05 The service is CONFIDENTIAL and records shall be maintained in confidence. If an employee is seen to be a threat to himself or others, safety will take precedence over confidentiality.
- 3.06 Time off work to attend an Employee Assistance Service approved treatment program shall be subject to the terms and conditions of the Income Replacement or any successor plan(s) and City Policy.
- 3.07 The City shall provide relevant qualified professional staffing for the Unit.
- 3.08 Fitness to return to work and follow-up are important components of treatment requiring co-operation of the employee.
- 3.09 An employee is responsible for his job performance regardless of referral to the E.A.S. program.