



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: EMPLOYEE WELLNESS
CODE: 4091 Employee Assistance Program

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	SSBA "Duty To Accommodate"
Date Processed	October 12, 2016

Background:

The Board of Education believes that provision of an effective educational program is enhanced when each employee performs efficiently and to the maximum of his/her potential.

The Board is committed to the principle of assisting competent employees to remediate personal problems contributing to performance decline due to problems related to health, financial, legal, or abuse of alcohol or other drugs.

The Employee Assistance Program in the Holy Family RCSSD No. 140 is based on the following beliefs:

1. That each individual accepts primary responsibility for his/her own wellness and positive life style decisions supporting wellness.
2. That physical, emotional, and spiritual wellness of employees enhances effectiveness of the individual and of the team for the welfare of the students.
3. That rehabilitation of a competent employee is more beneficial than to terminate employment.

4. That the employee who has been helped through the provisions of this policy will respond by a higher level of performance and work satisfaction than immediately prior to the implementation of the program.
5. That assisting an employee who has a problem models the Vision, Mission, and Guiding Principles of the Holy Family RCSSD No. 140 to students and to other employees of the Division.

Procedures:

1. The Employee shall:
 - 1.1. Accept primary responsibility for their own wellness and positive life style decisions supporting wellness;
 - 1.2. Voluntarily seek assistance when experiencing a difficulty contributing to performance decline;
 - 1.3. Honour their commitments.
2. The Principal shall:
 - 2.1. Maintain open lines of communication with staff members for whom they are the immediate supervisor to foster early detection of personal problems leading to job performance decline;
 - 2.2. Assist staff members in recognizing and acknowledging job performance decline.
3. The Director of Education shall:
 - 3.1. Maintain open lines of communication with Principals to assist employees with problems contributing to performance decline;
 - 3.2. Assist the employee in finding appropriate consulting services;
 - 3.3. Provide supportive counsel during the period of recovery and follow-up;
 - 3.4. Assure the employee of the confidentiality of the program.
4. The Employee Assistance Program is voluntary, and participation is not monitored or required. The process to assist employees will be guided by the following steps:
 - 4.1. Step 1: Identify the Nature of the Difficulty
 - 4.1.1. The nature of the difficulty may be discussed with the staff member.

4.2. Step 2: Identify Assistance

- 4.2.1. The Director of Education or designate may work together with appropriate consulting staff to identify consulting or counseling services that can assist the employee.
- 4.2.2. The Director of Education or designate may suspend the staff member until such time as the staff member has taken the steps necessary to remedy the difficulty.

4.3. Step 3: Establish a Plan

- 4.3.1. The staff member may develop a plan to resolve his/her difficulty. The plan can include consulting and counseling resources to assist the employee.

4.4. Step 4: Implementation

- 4.4.1. The employee will exercise access to the appropriate consulting or counseling services.
- 4.4.2. The employee will be given a reasonable timeframe to overcome the problems that caused the performance decline.
- 4.4.3. The staff member may request coaching assistance from colleagues or supervisors during the implementation.

4.5. Step 5: Review of Progress

- 4.5.1. The employee, supervisor, and other support staff requested by the employee will review the progress at the conclusion of a reasonable time.
 - 4.5.1.1. If progress is satisfactory, the Employee Assistance Program may be concluded;
 - 4.5.1.2. If some progress has been made, but continued effort is required, the Employee Assistance Program may be extended;
 - 4.5.1.3. If minimal progress has been made, the staff member may be placed On Review.
- 4.5.2. If the negative impact on students is not tolerable, the Director of Education or designate may place an employee On Review at any time.

On Review – During this stage, the staff member will be given a final opportunity to improve the identified area(s) of difficulty.

Participation is required and termination of employment may result from unsatisfactory completion of the Review.

4.6. Step 6: Notification

4.6.1. The Director of Education or designate will notify the staff member in writing that they are On Review, and that termination of the contract will be recommended unless the difficulties are satisfactorily resolved. The letter will include a timeframe for completion of the Review.

4.7. Step 7: Establish a Plan to Resolve the Difficulties

4.7.1. The staff member will be required to submit a written Plan to Resolve the Difficulties demonstrating how they will address the difficulties.

4.7.2. All provisions and supports in Step 2 and 3 will be in effect.

4.7.3. A reasonable timeframe for assessing progress will be developed by the employee and the supervisor.

4.8. Step 8: Implementation and Monitoring

4.8.1. The Plan to Resolve the Difficulties will be implemented.

4.8.2. All other provisions and supports in Step 4 will be in effect.

4.8.3. The Director of Education or designate, Principal, or supervisor will work together with the employee to support success.

4.9. Step 9: Final Report

4.9.1. A Final Report shall be completed at the end of the time period developed in Step 7.

4.9.2. If progress is judged to be unsatisfactory at the conclusion of the specified time, the staff member will be advised of the recommendation for termination of their contract.

5. When job performance is affected by the difficulty and the staff member does not participate in the Employee Assistance Program voluntarily, the Director of Education or designate will develop a mechanism of accommodation to assist the staff member. Director of Education or designate may:

5.1. Place the employee On Review (Step 6) at any time;

- 5.2. Suspend the employ until necessary steps are taken to resolve the difficulty so that job performance will be acceptable;
- 5.3. Recommend to the Board of Education that the contract of employment is terminated.