

Policy Title: Employee Assistance Program
Policy Approver: President's Office
Policy Holder: Human Resources
Category: Operational
Original Date: October 1992
Last Revised: September 2003
Next Review: April 2005

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 4th day of September, 2003.

President, Yukon College

Date

1. Purpose of Policy

Yukon University recognizes that stress in employees' personal lives can impact on their job performance and on their health. To assist employees in distress, Yukon University will provide access to a confidential Employee Assistance Program.

The Employee Assistance Program will, through contracted services, provide:

- Confidential assessments
- Referrals
- Individual and Group Counseling
- Education workshops
- Mediation

The Employee Assistance Program is available to all permanent and term employees and their immediate family members.

On-site counseling will be provided in Whitehorse and may be provided in other communities as the contracted provider's resources permit.

Yukon University will, at no cost to the employee or immediate family member, fund up to six confidential sessions with an EAP Counselor per year.

The contract with, and the services of the Employee Assistance Program provider will be guided by an Employee Assistance Program Committee composed of at least one representative of senior management, YUKONUEU, and Human Resource Services and, whenever possible, at least one representative from each University Division.

The EAP Committee will review responses to tenders for service with the Manager, Procurement and Contracts and make a recommendation on the most suitable service provider; liaise with the service provider regarding workshop topics and scheduling; distribute promotional materials on the service; recommend to the Director, Human Resource Services, training and/or resource materials that would be worthwhile to the University; and review

quarterly financial and statistical information received from the service provider in order to improve the program.

Human Resource Services will be responsible for overall administration of the Employee Assistance Program contract, funding, program promotion and educational seminar offerings.

The Employee Assistance Program provider will keep all details of employee issues and the services provided strictly confidential. No information concerning an employee or family member will be released to anyone, including the University. Files are the property of the service provider. Exceptions to this commitment are when:

- the employee/family member gives informed consent,
- the employee/family member's health is seriously and imminently at stake (limited information in order to receive appropriate emergency care),
- the employee/family member is at serious and imminent risk of committing suicide or doing serious physical harm to him/herself or another individual (limited information to ensure the safety of the individual or potential victim),
- physical or sexual child abuse is known or suspected (limited to what Family and Children's Services and/or a peace officer require to achieve protection of the child at risk),
- required by an Order of the Court.

Employee attendance at counseling sessions is recognized as a valid use of special leave entitlements.

2. Governing Legislation and Relevant Documents

2.1. Board Governing Policies

This policy recognizes the Yukon University Board of Governors Policy on Executive Limitations, including:

“With respect to employment, compensation and benefits..., the President may not promise or imply permanent or guaranteed employment negotiated outside of established Human Resource procedures.”

3. Procedures

1. Human Resource Services will publish the contact number for the Employee Assistance Program provider on prominent staff notice boards.
2. Employees wishing to access the services of the Employee Assistance Program will contact the provider directly.
3. The Employee Assistance Program provider will monitor the counseling sessions provided to individual employees/family members and bill Human Resource Services (without identification of the client(s) for the sessions provided to a maximum of six per year, per employee family.
4. The Employee Assistance Program Committee will meet on a regular basis to create promotional materials, liaise with the provider on educational seminars, liaise with staff on educational needs, and provide feedback and recommendations to the Director, Human Resource Services.

4. Other Related and/or Accompanying Documents

B. FORMS