

Administrative Procedure 407

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Background

In an effort to help employees and effectively fulfill its mission, the Division provides the services of an Employee and Family Assistance Program. This program is sponsored and managed by the Division.

The Division recognizes that most human problems can be dealt with successfully, particularly when they are identified during the early stages and referral is made to the appropriate helping resource. This is true whether the problem is one of alcohol or other drug misuse, mental or emotional illness, finances, marital or family distress, legal problems, or other concerns.

The Division recognizes that the above-mentioned types of problems can have a serious impact on job performance as well as on the lives of affected employees and their families. It must also be recognized that successful resolution of such problems depends on the employee's personal motivation and cooperation.

Procedures

1. Referrals to the program may be initiated by the employee, a colleague, or supervisor. The Superintendent, Human Resource Services may mandate a referral for an employee.
2. Involvement with the Employee and Family Assistance Program will not jeopardize an employee's present status or future advancement with the Division.
3. Involvement with the Employee and Family Assistance Program will not result in exemption from the standard administrative practices applicable to job performance.
4. All Employee and Family Assistance Program notes and files are to be maintained separately from human resource records.
5. All clients who avail themselves of the services of the Employee and Family Assistance Program are assured that their rights to privacy and appropriate confidentiality will be maintained. In most instances, disclosure of specific information must be authorized by written consent of the client.
6. Confidentiality, however, is not absolute and there are times when confidentiality can be broken. Disclosure of information without authorization by the client may occur under the following circumstances:
 - 6.1 When child abuse or the abuse of an elderly person is reported or suspected.
 - 6.2 In accordance with a court order during the course of legal proceedings.

- 6.3 When public interest or safety overrides the duty of confidentiality because of clear danger to the client, to the client's co-workers or to the public.
7. Each individual case may be open to interpretation, and the Manager may be required to seek legal and clinical advice before making a decision.

Adopted: April 3, 2000

Reviewed/Revised: March 15, 2005, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 197, 204, 222, 225
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Collective Agreements