



**Policy Type:** Human Resources

**Policy #:** HR-500-02

**Approved by Council on:** June 25, 2018

## **Human Resources – Employee Assistance Program**

### **Policy**

The Town of Prescott is committed to providing employees with a 3<sup>rd</sup> party program to seek out advice and consultation in an unbiased and confidential manner.

### **Objective**

An effective Employee Assistance Program (EAP) provides employees with an avenue to discuss work and non-work situations with a 3<sup>rd</sup> party, unbiased party to help support them with advice, in a confidential manner.

### **Procedure**

Participation in the EAP is voluntary. The program may be accessed through either a self-referral or through encouragement from a co-worker, supervisor, or union representative.

This program is separate from and not related to the disciplinary process. Persons participating in the program will be expected to meet existing job performance standards and established work rules.

If, in a situation where a supervisor has discussed work performance difficulties with an employee, the supervisor may record that an employee has been informed of the EAP. However, the employee's decision to utilize the EAP will remain voluntary and confidential.

Neither acceptance nor refusal of a referral to participate in the EAP will itself be grounds for disciplinary action. However, if work performance continues to deteriorate, or fails to return to an acceptable level within a reasonable time, then disciplinary procedures as per the Collective Agreement or Town policy will be followed.

Anyone who contacts the EAP provider is protected by agency policy and professional ethics, which means that a strict code of confidentiality is maintained. Employers do not receive information about employees who use the service, except where the employee has signed a release of information to the EAP provider. Statistics sent to the employer



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## **Human Resources – Employee Assistance Program cont'd**

have no identifying information, except as required by law, as in a case of child abuse or upon clear, concrete evidence of planned or committed acts of violence.