

# Employee Assistance Program

## Background

The Division, in balancing its commitment to encouraging high levels of employee performance on the one hand, and its commitment to assisting its employees who are displaying difficulties in meeting workplace expectations on the other, shall establish an Employee Assistance Program.

## Procedures

### 1. Self-Initiated Participation

An employee who identifies in him/herself a problem that impedes job performance, upon authorization of the Superintendent of Human Resources, shall be eligible to draw on his/her accumulated sick leave account for purposes of seeking services of a recognized counselor, educational agency or treatment agency. When an employee recognizes the problem, this is a major step towards solving the problem.

### 2. Externally-Initiated Participation in this Program

The system's supervisory program will assist to identify the person whose job performance has declined or who has shown a decreased ability to relate to supervisors, colleagues and students. The Principal, immediate supervisor or Superintendent of Human Resources, upon initiating action under this provision, will continue to utilize positive and supportive strategies at all stages of program implementation and inform the person that confidentiality will be respected.

### 3. The Initial Meeting

The Principal, immediate supervisor or Superintendent of Human Resources, upon recognizing a decline in the employee's job performance, will arrange a meeting with the employee with the purpose of:

- 3.1 Expressing to the employee the observed symptoms of work-related difficulties and inquiring into the employee's explanation for these;
- 3.2 Problem-solving with the employee with the possibility of making arrangements for internal or external support;
- 3.3 Generally providing positive support to the employee.

#### 4. The Follow-Up Meeting

The Principal, immediate supervisor or Superintendent of Human Resources will meet with the employee within thirty (30) days after the initial meeting to discuss the progress made.

- 4.1 If the employee's job performance has improved to a satisfactory level, the Principal, immediate supervisor or Superintendent of Human Resources shall congratulate the employee and provide a letter to the employee indicating that progress has been made and the problem is satisfactorily resolved.
- 4.2 If the employee's performance has shown some improvement, but not to a satisfactory level, the Principal, immediate supervisor or Superintendent of Human Resources shall congratulate the employee and state in writing that progress has been made and that another meeting will be scheduled within thirty (30) days.
- 4.3 If the employee's job performance has not improved, the Superintendent of Human Resources and/or designate shall describe to the employee and state in writing, the evaluative process to be put in place with the criteria to be used to measure the employee's job performance. If the criteria to be used cannot be mutually agreed upon, at least the elements are to be understood by the employee. The employee must understand that using the criteria established at this meeting, the Principal, immediate supervisor or Superintendent of Human Resources and/or designate will compile documentation describing the employee's job performance and will arrange for a follow-up meeting within thirty (30) days, as specified in the letter from the Superintendent of Human Resources and/or designate to the employee.

#### 5. The First Formal Interview

- 5.1 The Superintendent of Human Resources or immediate supervisor will meet with the employee to discuss the documentation. An employee representative may be present at the option of the employee.
- 5.2 If progress has been made, the Superintendent of Human Resources or immediate supervisor will so indicate to the employee and advise that documentation of job performance will continue until the second formal interview which will be conducted within ninety (90) days of this meeting. If progress is minimal or has not been made, the Superintendent of Human Resources or immediate supervisor will offer the employee the help and services of the Employee Assistance Program and indicate to the employee that documentation of job performance will continue until the second formal interview which will be conducted within ninety (90) days of this meeting.
- 5.3 Should the employee choose not to participate in the program, the Superintendent of Human Resources or immediate supervisor shall discuss the relevant provisions of the Education Act.

## 6. The Second Formal Interview

- 6.1 The Superintendent of Human Resources and/or designate will meet with the employee to discuss documentation. An employee representative may be present at the option of the employee.
- 6.2 If the employee's job performance has improved to a satisfactory level, the Superintendent of Human Resources and/or designate shall congratulate the employee and provide a letter to the employee indicating that progress has been made and the problem is satisfactorily resolved.
- 6.3 The employee may be granted an extended time of assistance based on professional assessment and documentation.
- 6.4 If there is no appreciable improvement, it will be indicated to the employee that he/she is now subject to the prerogatives of the employer according to the Education Act.

*Reference: Sections 85, 87, 108, 109 Education Act  
Labor Standards Act  
Local Authority Freedom of Information and Protection of Privacy Act*