

Background

From time to time, employees encounter personal problems which affect employee well-being, their families and the employee's job performance. The Employee and Family Assistance Program (EFAP) provides resources, including short-term counselling, to help employees and their immediate family members with a variety of personal concerns.

Procedures

1. Pembina Hills School Division recognizes that personal difficulties may have serious effects on the work performance, personal life and health of its employees, therefore the division offers a free, confidential and professional Employee and Family Assistance Program.
2. Individuals in the following groups are excluded:
 - a. All Contractors
 - b. Casual Labourers
 - c. Substitute Teachers and Casual Support Staff
 - d. School Liaison workers who work through FCSS
3. Eligible employees or their family members may contact the EFAP provider directly by telephone at Homewood Health: 1-800-663-1142 or by the provider website at <http://www.homewoodhealth.com/individuals/services/efap>.
4. Utilization of the services offered by the EFAP is voluntary. The program is not meant to interfere in the private life of the employee or their family.
5. Utilization of the EFAP by an employee will not interfere with that employee's position, employment opportunities, promotion, salary increments or other forms of advancement within the Division.
6. Leave of absence for counselling sessions will utilize sick leave credits.
7. Confidentiality shall be maintained at all times, except with the written consent of the employee or as required by law.
8. The possible existence of an employee's problem may be identified by a colleague or supervisor. In such cases:
 - a. Any suggestion to seek help must be made with careful regard for the privacy of the individual; and
 - b. Individuals who make such a suggestion shall not seek to discuss or explore the nature of the problem, nor shall they seek confirmation that an employee has accessed the EFAP.
9. Supervisors or any other persons shall not have access to any confidential information regarding individuals seeking assistance.
10. In the event that an employee utilizing the EFAP ceases to be an eligible employee, EFAP service may continue after termination of the employee's employment for a period necessary to complete the treatment which would have otherwise been available.
11. The Pembina Hills School Division Wellness Champions committee is responsible for coordinating and monitoring the effectiveness of the EFAP. The Wellness Champions committee will consist of:
 - a. One member from the Board of Trustees
 - b. Division representatives from schools and service areas
 - c. EFAP provider representatives when required

Resources:

- [Alberta School Employee Benefit Plan](#) (ASEBP)
- [Homewood Health](#) –EFAP provider
- [Homeweb](#) – part of our Homewood Health, Homeweb provides online tools, resources and services to help with finances, lifestyle, crisis, family life, etc.
- [My Health Alberta](#) – health information, tools, and videos including tips on [Stress Management](#) and other mental and emotional related topics
- [Canadian Mental Health Association](#)
- [Health Canada](#) – health and safety information for Canadians and health professionals by the Government of Canada