



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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**Section:** Human Resources

• Compensation

**Regulation Code:** HR-2.1.3

**Regulation:** COMPENSATION FOR EMPLOYEES:  
EMPLOYEE ASSISTANCE PROGRAM

**Policy Code Reference:** HR-2.1  
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-2.1, Compensation for Employees.

The Board believes that having professional assistance from an external source available for employees experiencing personal problems is a valuable resource for employee well-being. Further, for employees whose work performance is affected by personal difficulties, the preventive concept of the program is designed to assist the employee with the employee's personal challenge and, therefore, the employee's work performance, in an attempt to preclude the use of disciplinary procedures. The Board has therefore established an Employee Assistance Program which will be administered as follows.

### 1. Employee Assistance Program – Purpose

The purpose of the Employee Assistance Program is:

- 1.1 to assist individuals in seeking help early;
- 1.2 to provide channels of referral for assessment, treatment and follow-up in order to ensure rehabilitation;
- 1.3 to establish procedures for dealing with problems that may result in declining work performance;
- 1.4 to educate employees as to their role in the program; and
- 1.5 to be available to employees within the participating employee groups.

### 2. Employee Assistance Program Referrals

Referral may be voluntary or work performance related as set out in 4. and 5. below. In either case, the employee will receive the same consideration and benefits as are provided by the Board for employees affected by any other illness, and the matter will be handled in confidence.

### 3. Employee Assistance Program – Carrier Appointment

The appointment of a carrier for the Employee Assistance Program will be reported to the Board for information.

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#### **4. Employee Assistance Program – Employee Initiated Referral**

An employee of the Board who has a problem requiring professional counselling or support is encouraged to seek help through the Employee Assistance Program consulting services. Where the employee is not a participant in the Employee Assistance Program, the employee is encouraged to seek appropriate professional assistance.

#### **5. Employee Assistance Program – Performance Related Referral**

5.1 A performance related referral will be recommended when an employee's supervisor becomes aware of deteriorating work performance and when regular corrective procedures fail to restore acceptable performance. After discussing the poor performance with the employee, the supervisor will recommend a self-referral through the Employee Assistance Program in order to access appropriate services and assistance. Where the employee is not a participant in the Employee Assistance Program, the recommendation will be for the employee to seek appropriate professional assistance. Should an employee decline to seek assistance, and if deficiencies in work performance occur or continue, the employee may be subject to disciplinary action.

5.2 Once the employee has agreed to the referral, it is expected that the employee will complete the recommended treatment program. The employee may be subject to disciplinary action if unacceptable work performance continues. Confidentiality will be maintained at all times.

#### **6. Employee Assistance Program – Training and Treatment**

Training for supervisors and union representatives in the recognition of signs which may indicate acute personal, social, or health problems, and in the interviewing and referral procedure, will be provided.

Nothing in this administrative regulation is to be interpreted as constituting any waiver of the Board's responsibility to maintain discipline or the right to invoke disciplinary measures. The unions may exercise their right to process grievances concerning such matters in accordance with the collective agreements.