

## EMPLOYEE ASSISTANCE PROGRAM

### Background

The Division believes that a competent employee can experience declining job effectiveness as a result of personal issues. In such cases, assisting the employee in coping with and overcoming these issues may be a more effective procedure than terminating employment.

### Procedures

1. Teachers are to be aware that confidential counseling services are provided through the services of the Saskatchewan Teacher Federation and the Income Continuance Plan.
2. An employee who identifies himself or herself with problems that impede job performance shall be eligible for assistance in finding appropriate consulting services. The Superintendent of Human Resources will be the contact person.
3. The Superintendent of Human Resources in consultation with an immediate supervisor will contact an employee to make him/her aware of the consequences of job performance decline in relationship to wellness issues.
4. All proceedings assisting an employee with identifiable personal problems shall be dealt with in confidence.

Reference: Sections 85, 87 Education Act  
Saskatchewan Employment Act  
Local Authority Freedom of Information and Protection of Privacy Act

Approved: September 7, 2018