

Code G: Personnel and Employee Relations

POLICY TITLE AND CODE

PERSONNEL AND EMPLOYEE RELATIONS - EMPLOYEE AND FAMILY ASSISTANCE

PROGRAM

GBA

STATEMENT OF POLICY

Greater Saskatoon Catholic Schools shall maintain an Employee and Family Assistance Program which provides confidential assistance to employees and to eligible members of their immediate family.

RATIONALE

Greater Saskatoon Catholic Schools recognizes the need to assist employees with mental, spiritual, and physical wellbeing.

AUTHORITY

➤ *The Education Act, Section 109 (c)*

GUIDELINES

1. Greater Saskatoon Catholic Schools shall contract external agencies to provide professional counselling services to staff and eligible dependents.
2. The scope of the Employee and Family Assistance Program shall be set out in the document entitled *Guidelines of the Employee and Family Assistance Program*.
3. The Human Resource Services Division shall be responsible for the promotion and maintenance of the Employee and Family Assistance Program.

PROCEDURES

1. Individuals may be introduced to the Employee and Family Assistance Program through self-referral, suggested referral, or optional referral.

2. The Human Resource Services Division shall report annually on the Employee and Family Assistance Program to the staff liaison committees.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships
- To provide an identifiable Catholic environment
- To support staff members as witnesses of their faith to students, each other, and the community
- To provide opportunities for each staff member to grow in awareness of the calling to serve
- To support staff members and their families in sadness and in joy

FORMS

- *Guidelines of the Employee and Family Assistance Program*
- Other as prescribed by the Human Resource Services Division

DATE APPROVED

June 28, 1982

DATES AMENDED

January 25, 1989
December 7, 1994
April 2004