



CALGARY BOARD OF EDUCATION

Administrative Regulation 4014.1 - Employee Assistance Plan

The Calgary Board of Education is desirous of securing and maintaining the services of personnel at an effective and satisfactory level. To this end the Board supports an Employee Assistance Program for the benefit of all employees.

Treatment recommended for staff members will be considered under the terms of policy, collective and other agreements that pertain to health, hospital care, and/or sick leave.

1. Employee(s) for this policy and subsequent regulations shall be defined as "permanent" employee(s). Probationary and/or temporary employees are not included. While temporary or probationary employees may refer themselves to the Employee Assistance Program, no action will be recommended which would result in special regulations, privileges, or exemptions from normal operational or job performance requirements.
2. The program will be available to employees of Calgary Board of Education.
3. The staff of the Employee Assistance Program shall report to the Board through the designated program head to a committee consisting of the Chief Superintendent and two Trustees.
4. The Board Committee shall meet at regular intervals to review the program and report to the Board on an annual basis.
5. An Advisory Committee to the Employee Assistance Program will be established to promote communication and liaison between the various employee groups and the Board Committee responsible for the operation of the program. The Advisory Committee representation shall number: 3 A.T.A.; 2 C.U.P.E.; 2 Staff Association; 1 Trade; 1 Exempt Staff; 1 Senior Administration.
6. The Advisory Committee will meet at least three times per year to be consulted on the operation of the program and recommendations for amending the program.
7. Referrals to the program may be initiated by the individual employee or by request of the employee's superordinate.
8. The services offered by the program shall be diagnostic. (Only in exceptional circumstances may treatment be undertaken).
9. Personnel files shall be released to program staff only with the consent of the employee.
10. Program files shall be confidential.

11. Program services shall include provision of training for supervisory staff of the system, and information regarding the program for employees.

Approved: January 26, 1982
1st Amendment: December 14, 1982
Re-issued: February 15, 2003