

# Corporate Policies

**SECTION: BENEFITS**

**SUBJECT: Employee Assistance Plan (“EAP”)**

POLICY/PROCEDURE NO. 5.3.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation is committed to providing a supportive working environment for its employees and recognizes that occasionally, for various reasons, employees may experience undue stress.

Accordingly, the Corporation provides an Employee Assistance Program (EAP) to help employees and their families manage stressful short-term crisis or emergency situations. The EAP is managed by an external provider that is staffed by psychologists, social workers, addiction counselors and other professionals.

*Strict confidentiality is maintained at all times.*

## **PURPOSE:**

The EAP provides counseling and information on personal problems.

## **SCOPE:**

All full-time employees and their dependents.

## **PROCEDURE:**

### **1. EMPLOYEE ASSISTANCE PLAN**

- a. Use of the EAP is strictly voluntary and is paid for by the Corporation. The employee may incur additional costs, should additional services be required beyond the coverage provided for by the EAP.
- b. The EAP can be used to seek information and/or counseling in the following areas:
  - Stress, anxiety, depression
  - Family matters
  - Work and career issues
  - Family law
  - Childcare
  - Couple and marital relationships
  - Alcohol and substance abuse
  - Post incident trauma
  - Eldercare
  - Financial concerns

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- c. The service provider operates twenty-four (24) hours a day, seven (7) days a week and access information can be obtained through the Human Resources Division.

## 2. RESPONSIBILITIES OF THE EAP STEERING COMMITTEE

The EAP Steering Committee is comprised of employees that represent the diversity of the Corporation’s employee population.

The EAP Steering Committee works in conjunction with the Human Resources Division to review the high-level management reporting provided by the service-provider and, where feasible, provide recommendations for remedial action.

## **ACCOUNTABILITY:**

The Human Resources Division is responsible for sourcing and maintaining the service relationship with the EAP provider on behalf of the Corporation and to ensure that the Employee Assistance Plan remains current in addressing the specialized needs of the employees.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton 1<sup>st</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

## **CONTACT:**

Human Resources Division