



POLICY MANUAL

POLICY NUMBER: HUMAN RESOURCES-011

SUBJECT: Employee Assistance Program Policy

POLICY STATEMENT:

The Employee Assistance Program (EAP) is a professional short term counselling service available to full time City of Brantford Employees. The purpose of EAP is to help you identify and resolve problems before they seriously affect you, your family, your job or even your health. This is a voluntary and strictly confidential program wherein the provider provides no information to The City regarding the identity of individuals accessing the program.

In order to assist employees who may be experiencing personal problems which affect their ability to function at maximum capacity in their jobs, the City of Brantford will provide assistance through an Employee Assistance Program. Unnecessary expense in the form of increased absenteeism, turnover, accidents and benefit costs as well as reduced morale, productivity and efficiency result when employees are experiencing personal and work-related problems. The early identification and resolution of these problems is recognized as a cost effective measure. As well, the City recognizes an obligation to assist its employees in a time of need. The objective is to assist employees in a manner consistent with good therapeutic and business practices without altering or amending any of the rights or responsibilities of the employee, the Union or Association or the Corporation.

RELATED POLICY PROCEDURES/GUIDELINES:

Date of Enactment:	Related By-law Number/Staff Report Number: 70-2010 (consolidation)
Review and Amendment Dates: 2009 (review) June 2010 (consolidation)	Department Responsible for Review: Human Resources
Date of Next Review: 2013	Applicable Legislation/Legislative Authority: