



Office of the
Saskatchewan Information
and Privacy Commissioner

HUMAN RESOURCE POLICY

9.0 EMPLOYEE WELLNESS

9.03 EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Purpose

The Employee and Family Assistance Program (EFAP) is a professional, confidential, and voluntary assessment, counseling, and referral service to the Information and Privacy Commissioner (IPC) employees and eligible family members with personal problems that either affect or could affect the employee's work. Problems may include: family relationships, emotional problems, grief and loss, workplace change, conflict and stress, financial difficulties, traumatic events, and problems caused by alcohol, drugs, gambling, and misuse of the internet. The EFAP Coordinators make every effort to retain confidentiality of the employee's participation in the program. The IPC is not provided information about past or current employee involvement with EFAP.

Application

This policy applies to all staff of the IPC.

Policy

The IPC has an interest in promoting the personal well-being and productivity of employees.

- It is recognized that at times, certain personal or health problems may affect on-the-job performance, and that some employees may be unable to resolve these problems without professional assistance. Employees are encouraged to voluntarily seek assistance.
- Supervisors can refer an employee to EFAP as another method or approach to deal with certain job performance problems.
- Where such personal/health problems are professionally assessed by an EFAP referred *service provider to be the major cause of unsatisfactory job performance, the IPC will offer what assistance it can to help resolve such problems, for example, employment accommodation or provision of leave.

*An approved fee for service counsellor who has met the professional and ethical standards established by EFAP to provide counselling services to the program.

Note: for more information please see the IPC Guidelines for Policy 9.03 Employee and Family Assistance Program.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

Legislative Assembly Service Human Resource Policy 9.4

Saskatchewan Public Service Human Resource Manual, Section 805

IPC Guidelines for Policy 9.03 Employee and Family Assistance Program