

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: EMPLOYEE ASSISTANCE

<i>PROCEDURE CODE:</i>	<i>526 AP 001</i>
Policy Reference: 526 – Employee Assistance	

PROCEDURE

1. The following process will be used when an administrator identifies a concern about an individual employee problem based on unsatisfactory or deteriorating job performance such as attitude, absenteeism, behaviour, relationships or other concerns. Prior to addressing the issue, the administration will contact the Associate Superintendent: Human Resources to advise of the issue.
2. It is difficult to stipulate an exact handling procedure as no two cases are exactly alike. The following general outline will serve as a guide and may be considered the normal and preferred procedure. Use caution and discretion to ensure the issue and concern is only related to work performance. Action is taken only when an employee's problem interferes with his work performance:
 - 2.1. Having determined that an employee problem exists, based on deteriorating job performance, the supervisor will have a face-to-face talk with the employee. In this discussion, the employee will be told something is interfering with his job performance. This statement should be based on previously recorded facts relative to work performance, absenteeism, alteration of behaviour, general attitudes or other points which may indicate reduced job performance.
 - 2.2. Following this initial meeting, the Associate Superintendent: Human Resources and the principal will meet to discuss strategies and/or support that can be provided. This may involve the input of the individual and/or Alberta Teachers' Association Member Services.
 - 2.3. Possible future supports could include:
 - 2.3.1. ATA member services
 - 2.3.2. CUPE member services
 - 2.3.3. Alberta School Employee Benefit Program

- 2.3.4. Community Resources
- 2.3.5. Sick Leave
- 2.3.6. Health Spending Account
- 2.3.7. Successful ongoing treatment as a condition of employment
- 2.3.8. Associate Superintendent: Human Resources
- 2.3.9. Document “When You Need Help” published by Canadian Mental Health and Alberta Health Services

GUIDING PRINCIPLES

When job performance is determined as unsatisfactory or deteriorating based on employee assistance need, it is recognized that both the employer and employee have a responsibility in resolving the situation.

EMPLOYER RESPONSIBILITY

1. It is recognized that the Board cannot continue to indefinitely employ employees who are having difficulty in other areas of their private life that affect their job performance such as: alcohol, drug dependencies, gambling. The Board is therefore desirous of assisting employees to address such difficulties in order that they may be retained on staff. It must be recognized, however, that successful resolution of such problems requires a high degree of employee motivation and cooperation.
2. Voluntary referral: Any employee who feels he or she has a problem is encouraged to seek help, either through school system channels or privately. Any decision on the part of an employee to seek help will not interfere with his or her position of employment.
3. Mandatory referral: Based on deteriorating job performance, as identified by a supervisor, the employee will be directed to become involved in an appropriate assistance program.
4. The intent of this policy is preventive in that it attempts to correct job performance difficulties at the earliest possible time. It is in no way meant to interfere with the private life of the employee.
5. Confidentiality will be maintained at all times within the context of the team framework. (i.e., other agencies and individuals involved with the support program).

EMPLOYEE RESPONSIBILITY

1. The employee is expected to maintain job performance and attendance at an acceptable level.
2. The decision to request diagnosis and accept treatment for the program is the personal responsibility of the employee.
3. Where there is a problem detrimentally affecting work performance and appropriate treatment is obtained for it, the employee is to continue with the program to completion.



4. If the employee refuses the help that is offered and his job performance and attendance do not improve, or continue to deteriorate, it may be necessary to apply provisions for termination of contract.
5. Where the employee cooperates with assistance and/or treatment but after a reasonable period of time is still unable to bring work performance up to an acceptable level, it may be necessary to consider termination.

Approved: February 22, 2005

Revised: June 2012

