



The Corporation of the Town of Fort Smith Policy and Procedures Manual Policy CP 317 Employee Assistance Program

1. Purpose of Policy

The purpose of this Policy is to establish and outline the Employee Assistance Program used by the Employer to assist Employees struggling with Substance Use or Mental Health Disorders that are interfering with the Employee's work performance.

2. Definitions

For the purposes of this Policy, the following definitions apply:

Counselling means the process of assisting and guiding clients by a trained person on a professional basis, to resolve personal, mental, social, or psychological problems and difficulties;

Dismissal means the termination of an Employee for just cause or rejection of probation;

Employee means a person employed by the Employer on a full-time or part-time basis in a position that is either included in or excluded from the bargaining unit;

Employer means the Corporation of the Town of Fort Smith;

Mental Health Disorder means a health condition involving a change in emotion, thinking or behaviour that causes distress or problems functioning in social, work, or family activities;

Probation means a period of evaluation up to twelve (12) months from the day upon which an Employee is first appointed to a position with the Employer;

Substance Use Disorder means the dependence on and the problematic use of substances, such as alcohol and drugs; and

Treatment means medical care given to a patient, including psychological intervention and specialist mental health habilitation, rehabilitation, and care.

3. Policy

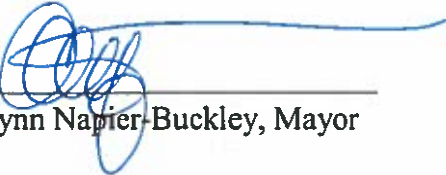
- 3.1 To ensure that the Employee Assistance Program will be effective, the Employer and Employees must recognize and adhere to the following principles:
- The Employer recognizes that Mental Health Disorders and Substance Use Disorders create social and personal problems;
 - An Employee who seeks advice or treatment regarding their Mental Health Disorder or Substance Use Disorder will not be subject to penalties; and
 - Matters pertaining to an Employee seeking advice or treatment will be strictly confidential.
- 3.2 The Employer recognizes that Mental Health Disorders and Substance Use Disorders are disabilities. Whenever possible, the Employer is committed to accommodating Employees with Mental Health Disorders and Substance Use Disorders when such disorders interfere with the Employee's work performance, attendance, or interpersonal work relationships.
- 3.3 Through this Policy, the Employer encourages Employees to recognize and report early symptoms of Mental Health Disorders or Substance Use Disorders to aid the process of rehabilitation to the afflicted individual.
- 3.4 Nothing in this Policy replaces or negates the provision of other policies on substance use during working hours.

4. Responsibilities

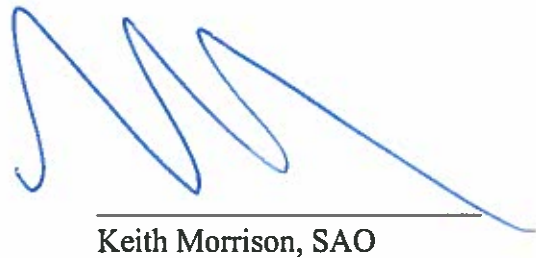
- 4.1 The Employer will provide an Employee experiencing a Mental Health Disorder or a Substance Use Disorder with the same benefits and other considerations that are extended to Employees suffering from other types of illnesses, including authorized absences to undergo assessment, attend approved treatment, or be admitted to care.
- 4.2 Employees are responsible for deciding whether to undertake Counselling or Treatment for Mental Health Disorders or Substance Use Disorders.
- 4.3 Should an Employee decide to seek Counselling or Treatment, then such decision will not affect that Employee's job security.
- 4.4 Should an Employee fail to address their Mental Health Disorder or Substance Use Disorder despite requests from the Employer, resulting in continued performance or attendance issues, then disciplinary action may be taken, which may result in Dismissal of the Employee.
- 4.5 Diagnosis and referral for Treatment must be made by a duly qualified medical or addictions practitioner.

- 4.6 The decision to accept or reject available Counselling and Treatment benefits is the responsibility of the Employee. The Employer is responsible for identifying any situation involving unsatisfactory work performance or poor interpersonal work relationships.
- 4.7 The Employee who has an identified Mental Health Disorder or Substance Use Disorder must accept conditions related to the rehabilitation process.
- 4.8 The Employee must accept responsibility for taking positive personal action, including:
- Being referred for assessment;
 - Cooperating fully in any prescribed Counselling or Treatment; and
 - Participating in active rehabilitation, which may involve care at a rehabilitation centre.

5. **Approved:**



Lynn Napier-Buckley, Mayor



Keith Morrison, SAO

18 June 2019

Date