

**TOWN OF  
AMHERSTBURG**



**POLICY NO.:** H00 – Employee Assistance Program

**SOURCE:** Council Minutes

**SECTION:** Report 10

**DATE ENACTED:** October 23, 2006

**DATE OF AMENDMENT:**

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**SUBJECT:**

Employee Assistance Program

**INTENT:**

The Town recognizes that the ongoing existence of personal and work related problems creates additional and sometimes unnecessary expense in the form of reduced morale, productivity, efficiency, increased absenteeism, turnover, accidents and benefit costs. The early identification of personal and work related problems and a reasonable effort to assist in their resolution can be cost effective by counteracting or reversing the effects of these difficulties.

**SCOPE:**

This policy applies to all employees.

**PROCEDURE / IMPLEMENTATION:**

The objective of the Employee Assistance Program is to assist an employee in a manner consistent with good therapeutic and business practice. Without altering or amending any of the rights or responsibilities of an employee, unions, or the Corporation, it is Town policy to handle such problems via the Employee Assistance Program, bearing in mind that the Employee Assistance Program is to be used as a substitute for appropriate discipline or as a basis to compromise applicable rules, regulations or working agreements.

An employee will be granted unpaid time off work for counselling sessions; however, the employee must recognize the adverse impact of absence from work and bear this in mind when scheduling appointments. In extenuating circumstances, as identified by Operating Management and the CAO, paid time off may be allowed for attendance at counselling sessions with the approval of the Department Head and the CAO.

In addition to the foregoing, the Town will co-operate with individuals seeking admittance to a recognized residential treatment program for alcohol and/or drug abuse.

**SEE ALSO POLICIES ON:**

Drugs and Alcohol