

EDMONTON PUBLIC SCHOOLS

June 13, 2006

TO: Board of Trustees

FROM: Trustee B. Esslinger, Planning and Policy Committee
Trustee D. Fleming, Planning and Policy Committee
Trustee K. Gibson, Planning and Policy Committee

SUBJECT: Board Policy GIC.BP – Employee Assistance

ORIGINATOR: B. Holt, Executive Director

RESOURCE
STAFF: John Edey, Leah Milton

RECOMMENDATION

1. That the revision of Board Policy GIC.BP – Employee Assistance (Appendix II) be introduced.
2. That revised Board Policy GIC.BP – Employee Assistance (Appendix II) be read for the first time.
3. That revised Board Policy GIC.BP – Employee Assistance (Appendix II) be read for the second time.
4. That, in accordance with the authority granted by Section 69 of the *School Act*, revised Board Policy GIC.BP – Employee Assistance (Appendix II) be read for the third time.
5. That revised Board Policy GIC.BP – Employee Assistance (Appendix II), having been given three readings at this meeting, be approved.

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RATIONALE

Experience in the district has taught us that an employee's situation is very much influenced by other family members. Currently best practice is to include the employee's family in employee assistance programs. It is known that the employee is most successful at work when personal issues affecting the family are managed.

BACKGROUND

The existing policy has been in place since 1996. The policy was reviewed by staff in Personnel Support Services in January, 2006. The proposed changes have received support from the Personnel Principal Advisory Committee when it was discussed at the committee's February meeting. Wider input was sought via the district Web Survey and the results are shown in Appendix III. Although the respondents to the survey supported the recommendation, the validity of the data is questionable due to the small number of respondents.

District practice has been to offer 10 sessions of counseling to the employee. The proposed change would offer a total of 10 sessions to the employee and/or family members. An administrative regulation will be prepared to describe the service that is offered and specify the number of sessions available to employee and family members.

/JLE:mel

APPENDIX I - Board Policy GIC.BP – Employee Assistance (Page 3)

APPENDIX II - Revised Board Policy GIC.BP – Employee Assistance (Page 4)

APPENDIX III - Web Survey Response GIC.BP – Employee Assistance (Pages 5-7)

Edmonton Public Schools Board Policies and Regulations

CODE: GIC.BP
TOPIC: Employee Assistance

EFFECTIVE DATE: 26-11-1996
ISSUE DATE: 16-05-1997
REVIEW DATE: 11-2001

The board shall maintain an employee assistance program which offers assessment and referral, consultation, and counselling services through which staff can have direct access to professional assistance. These services shall be confidential except where limited by law.

Reference(s):

[Policies](#) -> [Table of Contents](#) -> [Personnel and Employee Relations](#)

Edmonton Public Schools Board Policies and Regulations

CODE: GIC.BP
TOPIC: Employee Assistance

EFFECTIVE DATE: 26-11-1996
ISSUE DATE: 16-05-1997
REVIEW DATE: ~~11-2001~~ 06-2006

The board shall ~~maintain an~~ **provide** employee **and family** assistance ~~program~~ which offers assessment and referral, consultation, and counselling services through which staff **and their family members living in their household** can have direct access to professional assistance. These services shall be confidential except where limited by law.

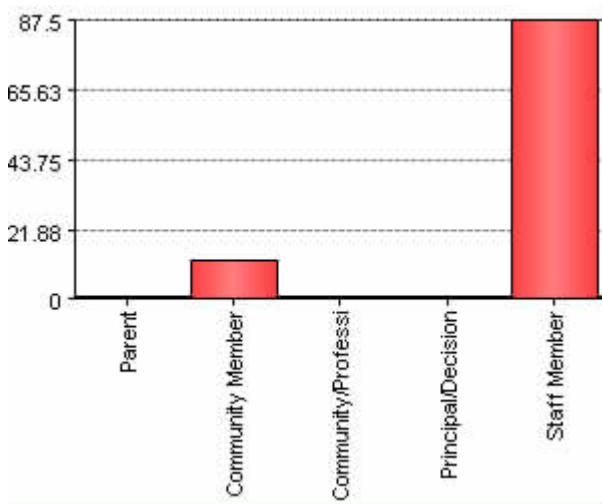
Reference(s):



GIC.BP - Employee Assistance

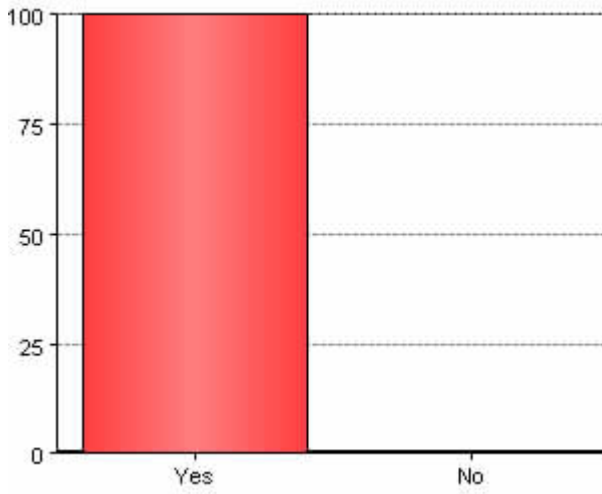
Question 1: Please select the one identifier that best describes the perspective from which you are providing feedback: (N=16)

Choices	Count	Percent
Parent	0	0.0
Community Member	2	12.5
Community/Professional Organization	0	0.0
Principal/Decision Unit Administrator	0	0.0
Staff Member	14	87.5



Question 2: Does the proposed amendment to Board Policy GIC.BP - Employee Assistance serve to more clearly state the intent of this policy? (N=15)

Choices	Count	Percent
Yes	15	100.0
No	0	0.0



GIC.BP – Employee Assistance

	QUESTION 1 Please select the one identifier that best describes the perspective from which you are providing feedback:	QUESTION 2 Does the proposed amendment to Board Policy GIC.BP - Employee Assistance serve to more clearly state the intent of this policy?	QUESTION 2 Does the proposed amendment to Board Policy GIC.BP - Employee Assistance serve to more clearly state the intent of this policy?	QUESTION 2 Please comment.
1	Staff Member			The insertion of the words "provide" and "family" are the only change I see. Background information would have been helpful to provide clarity of the intent of the policy. I don't know how this policy is financially covered. The district is in a deficit and I am wondering how the district is going to cover this broadening of customer base. Is there a dollar amount attached to each staff member/family? The general concept of assistance to people when they need it is a good thing but, am I, as a taxpayer and employee, responsible for the payment of all co-workers entire family wellness? How much money has been allocated to cover this change? If it is instituted does the district intend to hire more staff to channel customers quickly?
2	Staff Member	Yes		With the increase of blended families and single parents on the rise, this amendment will definitely be a positive improvement.
3	Staff Member	Yes		
4	Staff Member	Yes		

GIC.BP – Employee Assistance

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5	Staff Member	Yes		
6	Staff Member	Yes		
7	Staff Member	Yes		
8	Staff Member	Yes		
9	Staff Member	Yes		
10	Staff Member	Yes		
11	Staff Member	Yes		
12	Staff Member	Yes		
13	Staff Member	Yes		
14	Staff Member	Yes		
15	Community Member	Yes		
16	Community Member	Yes		