

**EMPLOYEE AND FAMILY ASSISTANCE PROGRAM POLICY**  
**Council Policy No. 55/10**

**PURPOSE:**

The City of Fort St. John recognizes that healthy employees are an organizational asset and the availability of appropriate Employee and Family Assistance Program (EFAP) services is beneficial to both employees and the organization.

The City of Fort St. John therefore has in place an Employee and Family Assistance Program (EFAP) that provides support to employees and their dependents (as defined in the provision of services contract with the EFAP provider and applicable union collective agreements) as well as to the organization as a whole through the promotion of employee well-being and organizational effectiveness.

The EFAP provides a range of services to ensure enhanced individual and organizational behavioral health. These will include at a minimum, a confidential resource for individual assessment and counseling, preventive programs, training, crisis intervention, and group intervention/counseling.

**PROVISION OF SERVICES:**

The services of the EFAP shall be provided by a Service Provider pursuant to a contract between the City of Fort St. John and the Service Provider. The Service Provider will be chosen in accordance with the terms of the City of Fort St. John's Professional Services Policy No. 8.

**COSTS OF THE EFAP PROGRAM:**

The EFAP Program is an employer-paid benefit program.

**JOINT EFAP COMMITTEE:**

A Joint EFAP Committee is responsible for administration of the program. The committee shall be comprised of representatives appointed by the BCGEU and IAFF as well as representatives from the City of Fort St. John. The Human Resources Advisor shall act as chair of the committee. Meetings are to be held quarterly or at the call of the Chair.

**Goals and Objectives**

- Promote and evaluate the involvement of employees in the Employee and Family Assistance Program.
- Ensure the preservation of confidentiality.
- Promote early intervention and prevention to enhance the health of individual employees.
- Provide a cost effective Employee Assistance Program within the operating budget.

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JOINT EFAP COMMITTEE:

**Goals and Objectives** (continued)

- Implement and maintain a service agreement between the selected service provider and the City of Fort St. John.
- Liaise with the service provider to ensure that the Employee Assistance Program is utilized to its maximum potential.
- Liaise with other health agencies and Employee Assistance Programs to provide educational services for employees.
- Monitor and evaluate the service provider.
- Ensure the provision of quarterly progress reports that include statistical reports from the service provider.
- Incorporate the effective use of other available Provincial and Federal Government programs and services as they become available and can be supportive to the concept of this program.

PROCEDURES:

The Joint EFAP Committee may prescribe Procedures under this Policy for the implementation and operation of the Policy and the EFAP upon approval of the City Manager.