

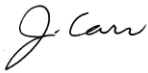
Employee and Family Assistance Program



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 209

1. An advisory committee will be maintained to ensure that the direction and effectiveness of the Employee and Family Assistance Program are preserved.
2. The advisory committee shall consist of the superintendent, one member of district management, and one member from each of AUPE, ECSSA, ATA, and employees exempt from a collective agreement.
3. Referrals to the program may be initiated by the employee, a colleague, or supervisor. The assistant superintendent of Human Resource Services may mandate a referral for an employee.
4. Involvement with the Employee and Family Assistance Program will not jeopardize an employee's present status or future advancement with the district.
5. Involvement with the Employee and Family Assistance Program will not result in exemption from the standard administrative practices applicable to job performance.
6. All Employee and Family Assistance Program notes and files are maintained separately from human resource records.
7. All clients who avail themselves of the services of the Employee and Family Assistance Program are assured that their rights to privacy and appropriate confidentiality will be maintained. In most instances, disclosure of specific information must be authorized by written consent of the client.
8. Confidentiality, however, is not absolute and there are times when confidentiality can be broken. Disclosure of information without authorization by the client may occur under the following circumstances:
 - a. when child abuse or the abuse of an elderly person is reported or suspected.
 - b. in accordance with a court order during the course of legal proceedings.
 - c. when public interest or safety overrides the duty of confidentiality because of clear danger to the client, to the client's co-workers or to the public.
9. Each individual case may be open to interpretation, and the coordinator may be required to seek legal and clinical advice before making a decision.

Reference: Board Governance Policy EL#5, EL#6(4)	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 203, 212	Date(s) Revised: March 15, 2005