



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

**Section: Human Resources
Compensation**

**Regulation: COMPENSATION FOR EMPLOYEES:
EMPLOYEE ASSISTANCE PROGRAM**

Regulation Code: HR-2.1.3

**Policy Code Reference: HR-2.1
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4. Employee Assistance Program Employee Initiated Referral

An employee of the Board who has a problem requiring professional counselling or support is encouraged to seek help through the Employee Assistance Program consulting services. Where the employee is not a participant in the Employee Assistance Program, the employee is encouraged to seek appropriate professional assistance.

5. Employee Assistance Program Performance Related Referral

5.1 A performance related referral will be recommended when an employee's supervisor becomes aware of deteriorating work performance and when regular corrective procedures fail to restore acceptable performance. After discussing the poor performance with the employee, the supervisor will recommend a self-referral through the Employee Assistance Program in order to access appropriate services and assistance. Where the employee is not a participant in the Employee Assistance Program, the recommendation will be for the employee to seek appropriate professional assistance. Should an employee decline to seek assistance, and if deficiencies in work performance occur or continue, the employee may be subject to disciplinary action.

5.2 Once the employee has agreed to the referral, it is expected that the employee will complete the recommended treatment program. The employee may be subject to disciplinary action if unacceptable work performance continues. Confidentiality will be maintained at all times.

6. Employee Assistance Program