

What are the employer's responsibilities?

The employer will support an employee's decision to access the EFAP by guaranteeing appropriate leave.

The employer will provide coverage to a maximum of \$500 per family per fiscal year (July 1 - June 30).

What are my responsibilities as an employee?

The decision to accept involvement in the EFAP is the personal responsibility of the employee.

Employees participating in the EFAP will be expected to maintain existing job performance standards and established work rules.

Does participation in the EFAP form part of the employee's job evaluation?

No

How do I access the EFAP?

You can access the EFAP by contacting the service provider directly.

There are several ways to access support:

- No charge providers
- SK Blue Cross benefits
- Physician referrals
- Spousal health coverage

Check your health region's web page for a listing of services offered in your region.

For additional information please contact a committee member:

**Jennifer Whyte,
Marlene Beaudry,
Kelly Nickel,
Tanis Studney,
Human Resources**

Employee & Family
Assistance Program
North West College
10702 Diefenbaker Dr
North Battleford SK
S9A 4A8

*Employee & Family
Assistance Program*



**North West
College**

Employee & Family Assistance Program - NWC Administration Policy #2.05

The purpose of the Employee & Family Assistance Program (EFAP) is to provide prevention, assessment, and personal counselling services for employees and their immediate families.

Utilization of the EFAP will provide all participants with access to confidential, professional counselling to assist with overcoming a wide range of personal problems which have, or could have, an effect on work performance or personal well-being.

The EFAP is completely voluntary, non-disciplinary, and is designed to allow participants to seek help on their own with a service provider.

Confidentiality and respect for individual family privacy is a cornerstone of the EFAP. The decision to participate in the EFAP is always voluntary.



The service provider can provide services in many areas, including but not limited to:

- addiction - alcohol, drug, gambling
- adult life adjustment issues
- adult survivor of childhood sexual abuse
- career counselling
- child/teen parenting
- critical incident stress debriefing
- depression
- divorce/separation
- domestic abuse
- eating disorders
- financial counselling
- gay/lesbian issues
- grief
- marital/relationship issues
- sexual abuse
- spiritual issues
- suicide
- work related issues

If the service provider is unable to offer assistance, have them or your doctor refer you to someone who can.



Does NWC have a policy?

Yes.

Please refer to North West College's Administrative Policy #2.05 for complete details. You will find it in the public folders.

How does the EFAP ensure confidentiality?

The decision to participate in the EFAP is totally voluntary.

Employees and their immediate family members contact the service provider directly. The service provider will then contact NWC to set up billing.

Alternatively, a billing code number may be secured through an EFAP committee member or the Human Resources Officer directly, or indirectly, to maintain confidentiality.

The invoice submitted by the service provider to NWC will be coded with your EFAP number ensuring confidentiality.

No release of information (either written or verbal) is provided to anyone from the service provider regarding a participant without the participant's written permission. Exceptions are made when the participant is in danger of hurting him/herself or others, if required by law, or when a child is in need of protection.