

<b>Policy Reference Number:</b>	Policy No 1.44
<b>Classification:</b>	General
<b>First Issued/Approved:</b>	8 March 2016 (Res. 303/2016)
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	9 April 2019 (Res 419/2019)
<b>Next Review Date:</b>	April 2020
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

**1. POLICY STATEMENT**

The District Council of Robe has a commitment to ensure the safety and welfare of all the people it employs.

**2. POLICY (Description)**

The aim of the Employee Assistance Program (EAP) is to offer external professional, confidential counselling assistance to employees who may require help to resolve personal problems that are having an impact on the individual and their effectiveness in the workplace.

The EAP has been established to foster the commitment and partnership of both the Council and the employee to the wellbeing of employees and maintain productivity in the workplace.

The use of the EAP is voluntary. Employees may be encouraged to utilise the EAP but shall not be directed to participate. The effectiveness of the EAP lies in the early identification and resolution of problems before they seriously affect work performance and general wellbeing.

Issues the EAP can help address

The EAP exists to help employees with resolving issues relating to, but not limited to:

- Substance abuse
- Marital and family relationship
- Grief and bereavement
- Financial and legal concerns
- Health issues (i.e. depression) – physical and mental
- Personal trauma/illness
- Gambling and addictions

#### Who can use the EAP

The EAP is available to all employees of the Council.

#### How do I access the EAP

An Internal Employee Assistance Co-ordinator will be appointed to assist staff wishing to access the EAP. The role of the Internal Employee Assistance Co-ordinator is to:

- Promote the EAP to all employees
- Provide support and assistance to employees wishing to access an appropriate service provider
- Maintain a high level of confidentiality and respect for individual employee's privacy
- Ensure employees are clear on the application and approval processes and the level of assistance provided by Council

Employees who wish to access the EAP, should make contact with Council's Internal Employee Assistance Co-ordinator, who will assist the employee (if required) to obtain an appointment with an appropriate external service provider.

#### Who is the Council's Internal Employee Assistance Co-ordinator?

Council's Internal Employee Assistance Co-ordinator is the Deputy Chief Executive Officer.

The contact details of the Internal Employee Assistance Co-ordinator will be available on staff notice boards.

#### Who will pay for the Employee Assistance Program

Council will be responsible for the consultation costs, and recognising that issues can be complex or extensive requiring additional time and support to resolve the implementation of a treatment plan conditional upon the plan being approved by the Internal Employee Assistance Co-ordinator.

#### Travel to and from appointments

Travel to and from the External Service Provider, and any other associated costs, will be the responsibility of the employee, however to support the commencement of the EAP process, Council will provide up to 3 hours of time off work to attend the **initial** appointment. Time taken in excess of 3 hours must be taken from the employee's leave allocations.

The time and cost associated with subsequent visits will be at the employee's expense.

#### Reporting requirements

External Service Providers will be required to provide the Internal Employee Assistance Co-ordinator with evidence of the employee's attendance at consultations/treatment, this evidence can be in the form of a letter confirming the dates of treatment.

### Confidentiality

Respect for individual employee's privacy is paramount and therefore the EAP will exercise strict confidentiality. All personal treatment information remains with the external service provider and no information shall be disclosed regarding an employee unless the employee authorises them to do so in writing.

### Exceptions

This policy does not apply to any workplace relations or situations for which other dispute resolution or Work Health Safety policy or procedure apply.

### **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

### **POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).