

		<b>POLICY</b>
<b>SECTION: HUMAN RESOURCES</b>		<b>NO: HR-EFAP-01</b>
<b>REFERENCE: EMPLOYEE AND FAMILY ASSISTANCE PROGRAM</b>		<b>Date: May 11, 2020</b>
		<b>Next Review Date: May 2022</b>

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**TITLE:       EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

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**1. 0    Statement**

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- 1.1     The City is mindful of the fact that everyone experiences personal difficulties from time to time and that these situations can be emotionally, physically and mentally disruptive to an employee's otherwise well balanced and fulfilling life. In recognition of these circumstances and as a means to minimizing any potential adverse effect on the employee's job performance and attendance at work, the City has established an Employee and Family Assistance Program (EFAP).
- 1.2     The Employee and Family Assistance Program is a free, personal and confidential system of assessment, counseling and referral services available to permanent employees of the City of Dryden and their families.
- 1.3     The Employee and Family Assistance Program counseling is contracted out and is presently being provided off site by:
- BSC  
Behavioural Science Centre  
300 North Lillie Street  
Thunder Bay, ON P7C 4Y7  
Tel: 807-623-7677                      Toll Free: 888-423-5862
- 1.4     The City of Dryden reserves the right to determine the service provider and its method of delivery.
- 1.5     Further information about the Employee and Family Assistance Program can be obtained by contacting the above noted or the Human Resources Department at 223-1119.

History			
<b>Approval Date:</b>	November 19, 2007	<b>Approved by:</b>	Council Resolution
<b>Amendment Date:</b>	April 24, 2017	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>	May 11, 2020	<b>Approved by:</b>	CAO