



POLICY: GBEA
SUBJECT: EMPLOYEE ASSISTANCE
APPROVAL DATE: December 8, 1987
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1. GENERAL

- 1.1 The Division recognizes an obligation to assist employees encountering personal difficulties affecting the performance of their duties. The Division shall assist those employees requiring assistance with personal difficulties to the extent that resources are available.
- 1.2 The primary responsibility for the resolution of problems affecting the performance of their duties lies with the individual employee.

2. CHEMICAL DEPENDENCIES

- 2.1 The Division encourages employees who develop a chemical dependency to take the necessary steps to control the dependency.
- 2.2 An employee who develops a chemical dependency is entitled to Division employee benefits or resources as for any other physical, mental or emotional illness in order to undergo a prescribed treatment program recommended by a qualified medical doctor.
- 2.3 The Division will utilize and cooperate with the services of provincial and community education and treatment organizations in the process of employee rehabilitation.
- 2.4 Where assistance is offered by the Division and is refused or is not successful, then appropriate steps shall be taken to deal with employee performance.

3. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS

- 3.1 Where provisions regarding employee assistance exist within a collective agreement, they shall apply.