

Employee Assistance Policy

Approved by	Council resolution
Responsible Officer	Human Resources Manager
Council Service Unit	Human Resources
Next Review Date	14/11/2019

Version Control

Ref	Date	Description	Council Resolution
0.1	14/11/2016	Presented to Council	13/11/2016

Purpose

The purpose of this policy is to define the terms and conditions of the provision of assistance and support to employees who are experiencing difficulties in their work or personal life.

Scope

All permanent full-time, part-time and casual employees of Cootamundra-Gundagai Regional Council, and immediate family living at the same residence as the employee are covered by this policy.

Definitions

Employee Assistance Program: A program designed to provide counselling and support to employees who are experiencing difficulties in their work or personal life.

Family: Any member of the employee's immediate family, by blood, marriage or de facto relationship, living at the same address as the employee and normally dependent on the employee.

Employee Assistance Provider: Independent external provider of professional psychology services.

Legislative Framework

Work Health and Safety Act 2011

Review Period

This policy should be reviewed in consultation with the Management Executive (MANEX) and with staff via the Consultative Committee. The next review of this policy will be within 3 years of adoption.

Policy Statement

Council recognises that a healthy employee is a productive employee and is committed to providing all employees proactive risk management services to assist with the prevention and reduction of illness and injury.

Council's position is that employees are responsible for their personal physical and mental health, however Council recognises that work and personal situations can and at times do impact on health and wellbeing and an employee's ability to perform their duties. Council encourages all staff to be open with and supportive of each other and that employees seek the internal support of supervisors, colleagues or human resources staff where they have concerns.

Policy Provisions

Staff will be eligible for up to three (3) free counselling sessions per annum with or without referral to an approved Employee Assistance Provider. Where further sessions are required, the employee will seek approval from the General Manager. Assistance is also available to any member of the employee's immediate family living at the same address as the employee and dependent on the employee.

Where supervisors consider it appropriate and in accordance with Council's obligations, they may suggest a staff member be referred by Council to an independent external Employee Assistance Provider, for professional and confidential support with a registered psychologist. Employees retain the right to accept or refuse such a recommendation. All Counselling is voluntary and completely confidential.

The Employee Assistance Provider will be required to provide a report of attendance to the General Manager. Clinical records remain confidential property of the employee and service provider and are not accessible to Council.

Counselling services are to be made available over the phone or face-to-face during or after working hours in Gundagai, Cootamundra, Young and Wagga Wagga.