

Employee Assistance Program (EAP) Policy

1. Stella Maris will provide access to confidential, professional assistance for all staff through the Employee Assistance Programme (EAP).
2. The purpose of the EAP is to assist staff, who are experiencing personal difficulties, to meet required performance levels.

Strategies

3. The school has engaged the services of EAP Services Ltd – a personal Counselling service.

They can be contacted on: 09 358 2110

4. Stella Maris will provide information to ensure all staff are aware of the services which are available to them and the methods by which contact can be made with the provider which are:

(a) Self Referral

Where the staff member has personal problems, which they want to discuss in a private and confidential setting he/she can self refer to the Employment Assistance Programme.

(b) Suggested Referral

Although the Employee Assistance Program is designed to encourage self-referral, there may be occasions where it becomes necessary for supervisors to assist staff by offering the option of counselling to those who may need it.

Other colleagues may become aware of developing situations where the program could benefit fellow staff members and may suggest self-referral at an early stage, before a problem develops.

(c) Stella Maris Referral (By the school)

This may occur when work performance is affected and referral is recommended by the Principal or Associate Principal. In all instances details of conversations between employees and counsellors remain private and confidential.

Funding Support

5. The school will meet the cost of up to three counselling sessions.

Assurances

6. The following assurances apply:
 - (a) The EAP is open to all staff on a voluntary basis.
 - (b) All discussions and records of involvement in the EAP will remain confidential with the exception of administrative requirements (eg: leave records and medical certificates). All counselling information will remain confidential to the staff member and the counsellor unless the staff member gives written consent for its release.

School Contact

7. General enquiries can be either directed to the Principal or Associate Principals.

Availability of EAP Service

8. The provider will provide services both during work time and out of hours. The arrangements for taking time off during school hours will be the same as exist between the Principal and staff members for any form of time off work.