

Date: June 2010

TOPIC: 5.19 Employee Assistance Programme

Rationale

King's College has an obligation under the Occupational Health and Safety regulations to take all practicable steps to provide a safe place of work including minimising the risks associated with work issues including unnecessary stress.

Purpose

To provide a confidential service that assists staff who may have personal or work problems that may be disrupting their lives at work and/or at home.

Guidelines

1. The College will foster an awareness of the availability of the Employee Assistance Programme (EAP).
2. Key elements of the EAP programme are:
 - i. staff can self refer or be referred by their manager or a peer
 - ii. family members can attend with the staff member
 - iii. staff are offered 24/7 support
 - iv. the programme is confidential
 - v. staff can access the programme for at least 3 hours of support per issue
3. EAP will be available for all staff on a strictly confidential basis.
4. Up to 3 consultations per individual will be funded by the College. Further funded consultations may be available on a case by case basis.
5. The College will receive an annual report identifying only the issues and usage which will be compared with the national average. (Sample report attached)
6. Staff will be encouraged to take responsibility for their own stress levels including regular holidays, effective time management, effective and efficient planning and classroom management and reporting to senior management areas of concern that may lead to unhealthy levels of stress.
7. The College will ensure that any staff member who needs sick leave for workplace related illness is properly supported when returning to school. For teachers this may relate to curricular and extra-curricular responsibilities.

Procedures

1. Staff member may utilise EAP services using any of the following methods:
 - i. *Self-referral* - Individual staff member to make contact with EAP services directly.
 - ii. *Peer referral* - colleague encourages individual to utilise the EAP services
 - iii. *College referral* - a manager or the Human Resources Manager may refer a staff member to EAP services. The Manager/Human Resources Manager may make the initial appointment by agreement with the individual staff member.
2. Following a College referral the staff member's progress will be checked and they will be provided with support in the workplace, where appropriate, while still maintaining confidentiality