

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Section	Human Resources		
Approval Date	04.08.08	Approved by	Directorate
Next Review	As required	Responsibility	Human Resources Manager
Key Evaluation Question	6	ITPNZ Quality Standard	4

PURPOSE

To assist staff experiencing personal problems which may adversely affect work performance.

PRINCIPLES

1. NMIT is committed to assisting its staff maintain a high level of wellbeing, and achieve both organisational and personal goals.
2. NMIT recognises that personal problems can have a serious effect on the work performance and safety of staff members, colleagues, suppliers and clients of the Institute and the public.
3. Provision of an EAP service will facilitate the early identification and referral for help of staff members whose work performance is impaired by personal problems.
4. Qualified and professional counselling is provided to enable staff members to return to full health and well being and productivity.
5. Staff members will be treated fairly, equitably and with dignity.

SCOPE

The programme is available to all staff, permanent and fixed term part time .5 FTE or greater and with an employment contract of 12 months or more including any reappointments.

RESPONSIBILITY

The EAP Co-ordinator will:

- manage the EAP budget, allocate resources and record statistics;
- ensure managers are kept informed of EAP, and will update the information given to them annually;
- produce annual EAP statistics for management consideration and annual reporting purposes.

Individual EAP records shall be confidential to the EAP Co-ordinator.

PROCEDURES

INFORMAL

Initiated by a staff member when they recognise a problem themselves, or following a suggestion from a colleague, family member or friend.

WORKPLACE REFERRAL

Recommended by a manager or Head of School when impaired work performance continues after normal supervision practices have been followed. (The offer can be declined, i.e. the Programme is voluntary.)

All workplace referrals must be co-ordinated through Human Resources.

No personal information will be released to NMIT without the prior, written consent of the staff member unless due to safety concerns the Counsellor deems the staff member to be 'unfit for duty', in which circumstances the Counsellor is required to advise NMIT of this fact through the Counselling Provider. In this context, no EAP confidential and personal information will be kept on the staff member's personal file. However, if a workplace referral is made, it will be noted that the referral was offered and whether or not the staff member accepts or declines the Programme.

WORKPLACE REFERRALS

1. Where a workplace referral has been offered, regardless of whether the staff members elects to accept professional help or not, continued job security will depend on whether satisfactory work performance is achieved and maintained.
2. Use of the EAP does not negate the staff member or his or her Manager's responsibility for adhering to policies and procedures.
3. The EAP will provide assistance for personal problems affecting work performance, but will not necessarily prevent disciplinary action for serious offences or continued unsatisfactory work performance.
4. It is expected that a staff member will make every effort to successfully complete counselling within a reasonable time period and that the work performance will improve to the standard agreed with the Manager.
5. Normal employment conditions will apply for all those participating in the Programme.
6. Use of leave provisions will be available to staff members to assist with personal issues.

AVAILABILITY

- Employees may access up to 3 sessions of assistance at NMIT's expense.
- EAP applicants can meet with persons providing assistance of their choice through NMIT's nominated EAP provider.
- The identity of EAP recipients shall remain confidential.
- Referrals to EAP will not affect a person's job status.

APPENDIX

The Employee Assistance Programme can help with the following personal issues

REFERENCES

INTERNAL

Public Folders/Human Resources. Employee Assistance Programme (EAP) Frequently Asked Questions.
Staff Misconduct Procedure

THE EMPLOYEE ASSISTANCE PROGRAMME CAN HELP WITH THE FOLLOWING PERSONAL ISSUES

- relationship difficulties
- family troubles
- physical, mental and emotional difficulties
- money worries
- legal issues
- abuse and addiction issues
- alcohol and drug problems
- stress
- grief/loss
- or other stress problems