



Staff Report HR2021-012

Title of Report: HR2021-012 Employee Assistance Program
Department: Human Resources
Council Date: May 5, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-012 for information; and
That Council approve implementing the Employee Assistance Program for one year to all full time and permanent part time staff; and
That Council approve using the COVID-19 Safe Restart Funding to support this initiative.

Background:

An Employee Assistance Program (EAP) is a confidential, short term, counselling service for employees with personal difficulties. These difficulties can affect employees' work performance.

COVID-19 has been present for over one year and causes many different stresses and struggles for everyone including our staff. HR and management have observed staff that require these services and found this has increased over the past year. According to the Canadian Mental Health Association, 40% of Canadians say their mental health has deteriorated since the onset of the pandemic.

This week (May 3-9) is Mental Health Week and is used to recognize how important Mental Health is for everyone. This year's theme is "Name it, don't numb it". See attached information sheet for more information (Attachment #1).

Staff Comments:

Staff have worked with our benefit advisors to inquire about an EAP. The cost is quoted at \$3.60 per employee per month. The services provided for this cost include Support Services such as counselling for addictions, aging and care giving, anger management, anxiety, domestic violence, depression, grief and bereavement. Other services include legal advisory services, financial advisory service, nutritional coaching and more. See Attachment #2 for the information package.

Staff recommend implementing this program for one year and promoting it to staff through HR and supervisors/Department Heads and encourage staff to use it in order to help support them through their struggles and challenges. After one year staff will assess the use and determine if it is something that is being used and the Township is benefiting from.

Financial Implications:

The cost for the Township to support this initiative for one year is approximately \$2,000 and staff request this be funded out of the COVID-19 Safe Restart Funding.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve implementing an EAP for one year and have it funded under the COVID-19 Safe Restart fund.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

Attachment #1: CMHA Mental Health Week 2021

Attachment #2: Homewood Information Package