

SUBJECT: EMPLOYEE & FAMILY ASSISTANCE PROGRAM

From time to time we all face difficult or stressful events in our lives. Most of the time, we handle these personal challenges fairly well. Other times, our personal problems can become large enough that they begin to interfere with our effectiveness, happiness and safety, both at work and at home. The University of Northern British Columbia will be providing to all eligible employees the benefit of this program to help with problems such as:

- emotional or physical problems
- marital or family problems
- stress
- work-related problems
- pre-retirement planning
- financial and legal difficulties
- sexual harassment or abuse
- alcohol or drug dependencies
- gambling
- bereavement.

This service is accessible seven (7) days a week, twenty-four (24) hours a day through a toll free number in order to set up a time with a counsellor that is located in Prince George. All sessions are kept confidential. The University is not provided with the name(s) of any individual(s) who access the program.

1. Eligibility

Eligibility is defined in the CUPE local 3799 Collective Agreement, UNBC Faculty Association Agreement, Exempt Employees Handbook and the Directors Handbook. The staff member and his/her dependents can receive up to twelve (12) hours of counselling services per year.

Dependents are defined as:

- 1.1 Spouse, which includes a common law relationship of greater than one (1) year and,
- 1.2 Any unmarried child of an insured employee who is dependent on him/her for financial support, who is:
 - a) a natural child, a legally adopted child or
 - b) a step-child, foster child, or other child who lives with the employee in a regular parent-child relationship, and who is,

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- i. less than nineteen (19) years of age, or
 - ii. enrolled in and in full time attendance at a recognized college or university, and is less than twenty-five (25) years of age.

In order to ensure confidentiality for the employee and their dependents, UNBC gives Wilson Banwell, the program provider, a list of eligible employees and their dependents. Wilson Banwell does not need to call UNBC to find out who is eligible to use the program.