

## ADMINISTRATION POLICIES



### EMPLOYEE ASSISTANCE POLICY

#### Objectives

The Employee Support Services Program is intended to provide Council Employees and Councillors and their immediate family living at home, eg., partners and children, with on-site support to help them deal with any work related or personal issues which may affect their job performance and overall well being. The service should be easily accessible, independent, professional and confidential.

#### Policy

Walcha Council provides its Employees and Councillors and their immediate family living at home, eg., partners and children, with on-site support to help them deal with any work related or personal issues which may affect their job performance and overall well being.

Issues may involve:

- ❖ Personal Matters
- ❖ Work Related Issues
- ❖ Marriage/Relationship/Family
- ❖ Financial, Emotional Concerns eg. Stress, Anxiety, Depression
- ❖ Alcohol and Drug Dependence
- ❖ Grief, Loss, Bereavement,
- ❖ Trauma.

The cost of Counselling program with Council's appointed independent counsellor is borne by Council after approval of the General Manager.

Referrals by Council's appointed Counsellor to other specialists for consultations are at the employee's cost.



*Approved Council Ordinary Meeting 24 April 2007 – Minute No.:189/2006/2007*

*Amended Council Meeting 17 December 2008 – Minute No.:109/2008-09*