

**THE RURAL MUNICIPALITY OF PINEY**

**“Employee Assistance Program Policy”**

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**Subject: Employee Assistance Program Policy**

**Effective Date: June 1<sup>st</sup>, 2025**

**Replaces Policy: New**

**Resolution No.: 485                    Resolution Date: April 22<sup>nd</sup>, 2025**

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**A. DEFINITIONS:**

**Dependant** means the spouse or common-law partner of an employee, and any child, natural or adopted, residing with the employee;

**Employee** means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full time, part time, contract, or casual employees;

**Municipality** means the Rural Municipality of Piney.

**B. PURPOSE AND EXPECTATION:**

This policy is being implemented to show the Rural Municipality of Piney’s commitment to supporting the wellbeing of its employees and their families. The Employee Assistance Program (EAP) is designed to provide financial assistance for personal wellbeing, non-insured health expenses, mental health support, counseling, and financial counseling. This policy outlines eligibility, benefit coverage, and confidentiality measures to ensure employees and their dependents can access this support in a fair and respectful manner. The EAP policy applies to all employees actively employed by the Rural Municipality of Piney who work twenty-one (21) hours or more per week on a regular basis. The policy extends to eligible employees, their spouses, and dependants as defined in this policy.

Each eligible employee is entitled to an annual fund account of up to \$500.00 for EAP related expenses. Please see Schedule 'A' for a list of all expenditures that are eligible under this policy.

## **C. CONFIDENTIALITY:**

### **Procedure for Medical Claim Reimbursement**

#### **1. Submission of Medical Claims**

- Employees must submit medical claims, along with required supporting receipts, directly to the Chief Administrative Officer (CAO).
- Claims should be submitted in a sealed envelope labeled "Confidential - EAP Medical Reimbursement" to ensure privacy.
- Employees must provide written consent for the collection, use, and disclosure of their personal health information as required under PHIA.

#### **2. Receipt Documentation and Coding**

- Upon receipt of the reimbursement voucher and medical receipts, the CAO assigns a unique claim code to each claim.
  - Example of coding system: EAP-[Year]-[EmployeeID]-[ClaimSequenceNumber] (e.g., EAP-2025-12345-01).
- The claim code will be used on all reimbursement documentation to anonymize personal employee information during processing and audits.

#### **3. Confidential Recordkeeping**

- All original receipts and/or statements of accounts and reimbursement documentation will be filed in a dedicated folder labeled with the claim code.
- These records must be stored in a locked cabinet accessible only by the CAO to maintain strict confidentiality.
- The CAO must implement reasonable administrative, technical, and physical safeguards to ensure the confidentiality, security, accuracy, and integrity of personal health information, as mandated by PHIA.

#### **4. Review and Audit**

- The CAO will review submitted claims for compliance with EAP policy criteria and PHIA requirements.

- The auditor is authorized to verify:
  - Authenticity of receipts.
  - Adherence to EAP policy terms (e.g., eligible medical expenses).
  - Accurate reimbursement amounts.
- Discrepancies or non-compliant claims will be flagged for further review.
- Any privacy breaches must be reported to the affected individual(s) as per PHIA regulations.

## **5. Approval and Reimbursement**

- The CAO processes the reimbursement through the organization's finance.
- Reimbursement is issued via the approved method (e.g., direct deposit or cheque).
- The reimbursement voucher includes only the claim code and reimbursement amount to maintain privacy.

## **6. Confidentiality and Compliance**

- All records are maintained in alignment with EAP confidentiality requirements and PHIA standards.
- Access to claim records is restricted to the CAO, ensuring privacy and data security.
- Employees have the right to access their personal health information and request corrections, as outlined in PHIA.

## **7. Retention of Records**

- Receipt records and supporting claim documents must be retained for the legally required period (e.g., seven years or as per organizational policy).
- After the retention period, documents are securely shredded to prevent unauthorized disclosure.

## **D. SUBMISSIONS:**

Employees must provide an original receipt and/or statements of accounts for all claimed expenditures. Claims will be reimbursed up to the annual maximum of \$500.00. The administration and review of the Employee Assistance Program shall be overseen by the municipalities Chief Administrative Officer. Employees may submit their reimbursement requests to the CAO for processing. Any questions or concerns regarding this policy or its implementation should be directed to the CAO at said time.

The municipality recognizes the importance of confidentiality and privacy in administering the EAP. All claims and supporting documentation will be handled in a strictly confidential manner. Information related

to claims will only be shared with authorized personnel responsible for processing reimbursements and will not be disclosed to any third parties without the written consent of the employee.

The EAP Policy will be reviewed periodically to ensure alignment with the needs of employees and the municipality's resources. Any amendments will be communicated promptly to all employees.

## Schedule “A” to Employee Assistance Program

Eligible claims under an Employee Assistance Program (EAP) typically include services and expenses aimed at supporting employees' mental health, well-being, and personal challenges. Here are some common examples:

- **Prescriptions:** Medication prescribed by a physician.
- **Counseling Services:** Short-term counseling for personal, emotional, or behavioral issues, such as stress, anxiety, depression, or grief.
- **Family and Relationship Support:** Assistance with parenting, family conflicts, or marital issues.
- **Workplace Stress Management:** Support for managing work-related stress or conflicts.
- **Addiction Support:** Help with substance abuse, gambling, or other addictions.
- **Trauma and Crisis Intervention:** Support for critical incidents, domestic violence, or other traumatic events.
- **Legal and Financial Advice:** Guidance on budgeting, financial crises, or legal matters.
- **Health and Wellness Programs:** Services like smoking cessation, nutritional counseling, or fitness programs.
- **Career and Retirement Planning:** Assistance with career transitions, pre-retirement planning, or job-related concerns.
- **Travel Support for Emergency Situations:** Assistance with transportation costs related to emergency events.
- **Bereavement Expenses:** Coverage for certain costs associated with funerals or memorials.
- **Disability Accommodation Resources:** Services to help employees with disabilities access workplace modification or external resources.

*\*Any over the counter medications/drugs will not be covered under this policy.*