



HUMAN RESOURCE POLICY EMPLOYEE ASSISTANCE AND WELLNESS

Policy No: NLMHRED004	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

All employees employed by Ngwathe Municipality.

2. PREAMBLE

Ngwathe Municipality demonstrates its concern for the emotional and social well-being of its employees through the Employee Assistance Program (EAP).

The primary function of the EAP is the prevention and treatment of psychological and social malfunctioning (such as alcohol and drug dependency, marital, family, emotional and behavioural malfunction) which has a negative impact on the job satisfaction, as well as the efficiency and quality of work rendered by employees employed by members of the Council.

3. POLICY

Ngwathe Municipality on behalf of its members believes that the success of the EAP depends on the degree to which management, employee organisations, employees and the Council support the implementation of the following EAP principles:

NEUTRALITY: the programme should not become enmeshed in the traditional interface between management and labour and should not clash with existing administrative procedures and contractual agreements.

IMPARTIALITY: participation in the program should not prejudice an employee's job security or chances of promotion.

EQUAL AND DIGNIFIED TREATMENT: employees treated should receive the same consideration as those with medical problems

ACCESSIBILITY: all employees should have reasonable access to a decentralised service

CONFIDENTIALITY: personal information of employees utilising the program should be treated in a confidential manner.

TIMEOUS INTERVENTION: efforts should be made to ensure early identification and treatment of problems thus facilitating a good prognosis

PREVENTION OF ABUSE: the program should not be abused by any employee or participating party

VOLUNTARISM: participation in the program should be voluntary without, denying management the prerogative of recommending employees for assistance

A BALANCED PROGRAM: a healthy balance between rehabilitative and preventative services should be maintained

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

5. REVIEW PERIODS

The policy will be reviewed as the labour law dispensation and operational requirements of the Ngwathe change from time to time.

6. AUTHORITY

Formulation Policy : Municipal Manager
Authorisation Policy : Council
Ownership and Maintenance Manager : Director Corporate Services