



Policy Name:	EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)		
Policy #:	AD 5.3.1	Last Updated:	2021-08-09
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 5.4 Fit for Duty

1. PURPOSE

1.1. To provide guidance to Surrey Police Service (SPS) Employees regarding the Employee and Family Assistance Program (EFAP).

2. SCOPE

2.1. This policy applies to all SPS Employees and their Dependents.

3. POLICY

3.1. SPS Employees and their Dependents have access to the SPS's EFAP.

3.2. EFAP is an Employee benefit program created to confidentially assist Employees and their Dependents in enhancing their personal and professional well-being.

3.3. The SPS encourages Employees to learn about the EFAP and use the services offered whenever they may be able to benefit from the services.

3.4. Employee contact and use of the EFAP is confidential at the individual level.

4. PROCEDURE

4.1. Information regarding the EFAP can be obtained from the Employee Services Section or through direct contact with the EFAP provider.

4.2. Reference materials and a portal to access services for the EFAP are available on the SPS's SharePoint site.

4.3. Employees or their Dependents do not require pre-approval to use the EFAP and are not required to disclose use of the EFAP.

APPENDIX A: DEFINITIONS

“Dependent” means a:

Spouse – an Employee’s legal spouse or common law spouse.

Child - an Employee’s natural or adopted child, legal ward, foster child, or stepchild, who:

a) is unmarried;

b) is not employed on a full-time basis;

c) is not eligible for plan benefits as an Employee under this or any other group plan; and

d) is either under 21 years of age, or, if a full-time student at an accredited school, college, or university, under 26 years of age.

“Employee” means any employee of SPS (including Members and civilian staff).

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

APPENDIX B: REFERENCES

Surrey Police Service, Employee and Family Assistance Program <https://www.fseap.ca/myfseap-login>