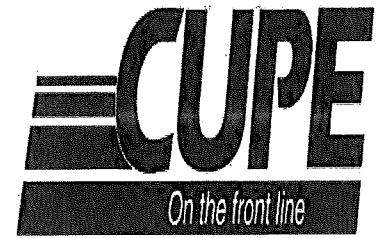
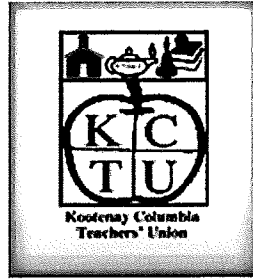


Kootenay-Columbia  
School District No.20



January 14, 2015

Dear School District No. 20 (Kootenay-Columbia) staff:

On behalf of School District No. 20 (Kootenay-Columbia), KCTU and CUPE Local 1285, we would like to take this opportunity to remind you that we are committed to ensuring that health and wellness continues to have a high priority. As you may already be aware, we currently have in place, an Employee and Family Assistance Program (brochure attached) which includes a range of services that we hope will help you and your dependent family members better manage your own health and wellness.

Just as a reminder, these services include:

**Counselling Services** - Counselling services are available face to face, by telephone or can be accessed through online e-Counselling. The model of counselling is short-term in focus with clearly defined goals and outcomes. It is meant to help you understand your concerns and develop a plan of action to address them.

**Plan Smart Lifestyle and Specialty Counselling** - Lifestyle and Specialty Counselling include the following care-giving, life planning, career planning, and health management services:

- **Life Balance Services**
  - New Parent Support
  - Childcare and Parenting (*including online **Childcare Resource Locator***)
  - Elder and Family Care (*including online **Eldercare Resource Locator***)
  - Financial Consultation
  - Legal Advisory
  - Relationship Solutions **\*\*NEW\*\*** (2013)
- **Career Smart Services**
  - Career Counselling
  - Pre-Retirement Planning
  - Shift Worker Support
- **Health Smart Coaching**
  - Nutritional Counselling
  - Weight Management (*through **12 Weeks to Wellness Program***)
  - Smoking Cessation Program

Each of these services has been developed to allow you to take a proactive approach to manage everyday challenges and life transitions, and to receive the information and support you need to suit your unique situation. All of these services are delivered by phone or online and often include expert support and coaching, and/or personalized resource material.

**Online Resources** - Additional resources include:

- **E-Learning Courses** – Self-directed, confidential and interactive online courses which include printable information, quizzes and exercises. The topics offered are designed to help you take charge of your health and well-being.
- **Health and Wellness Companion** – An online resource of healthcare-related materials, with content approved by the Canadian Medical Association. This tool includes an interactive health risk assessment, access to a comprehensive library of medical information, as well as the ability to create a personal health record.

Our EFAP service provider, Homewood Health Inc. (*formerly under name of Homewood Human Solutions™*) can be reached anytime day or night, 365 days of the year by calling 1-800-663-1142. In an emergency, immediate support is available. Please be assured that when you use the program, it is in complete confidentiality. Also, for access to all online resources, simply visit the Homewood Human Solutions area of the Homewood Health website at [www.homewoodhealth.com](http://www.homewoodhealth.com), and log into Member Services (registration/login instructions attached).

Sincerely,



Marcy VanKoughnett  
Director of Human Resources



Andy Davidoff  
KCTU President



Roger Smith  
CUPE Local 1285 President