



CHRISTIAN SCHOOLS
INTERNATIONAL

CSI Canada Insurance Plan & Trust Fund

UPDATE

Date: May 27, 2003

To: Boards and Administrators
CSI Member Organizations
participating in the CSI Insurance Plan

- Employee/Family Assistance Plan (EAP)
 - What it is
 - How it works
 - Please help us

From: Howard Van Mersbergen,
Executive Secretary-Treasurer

Employee/Family Assistance Plan (EAP)

In response to enquiries from some schools, the Trustees have investigated the possibility of including an EAP in our benefits plan. We have gathered some information that we want to share with you, and your feedback as to what we should do next is very important to us. Please take a minute to review the information and complete the enclosed response form. It would be very helpful if we could have your response by the end of June.

What it is.

The EAP is an information and counseling resource for employees and family members. Support is available across a wide range of topics including dependent care, education, parenting, legal, financial, addiction, marital and job-related issues. Others have found that EAPs have helped improve productivity, wellness and attitude in the workplace, as well as prevent absences that might be related to stress or mental and nervous conditions.

How it works.

All employees and family members are provided with an information kit that describes the programme. To acquire information, they can access the EAP's website and either read information on-line or order written materials, videos, cassettes or CDs to be delivered to them. These materials are included in the plan cost. To acquire counseling, they first call the EAP for a preliminary discussion by telephone and an assessment of the appropriate course to be followed. In this phase, the caller's needs with respect to a counselor will be determined. This will include the offer of a counselor who counsels specifically from a Christian perspective. If telephone counseling is appropriate, the number of sessions is not limited, but the plan is intended only for short-term help. If face-to-face counseling is required, the plan covers up to 3 sessions. If more are required, further assistance may be available through the CSI health insurance plan. All communication with the EAP is completely confidential, which provides our employees and families with an important security shield. Other features such as grief counseling for an entire school site are included.

No. 281

(More)

Please help us.

If we go ahead with the EAP plan, it could be arranged either as an addition to everybody's plan, or as an option for each school to decide. If it is part of the basic coverage, the cost is \$2.50 per employee per month, whereas if it is an option, the cost is \$2.80 per employee per month for those schools that elect the option. For a school with 30 employees, the annual cost is either \$900 or \$1,008. As with other CSI benefits, the portion of the premium paid by the school and the individual can be decided by you. Your responses to the questions on the enclosed form would be appreciated.



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1. Should an EAP be added in the suite of benefits offered in the CSI Insurance Plan?

Yes

No

2. If it were available on a school choice basis, would your school consider making it part of your plan?

Yes

No

3. What percentage of responding schools would need to be favorable for you to feel that it would be appropriate to make the EAP a part of the base plan, and compulsory for everybody, at the lower price?

_____ %

Optional: School _____

Please fax your response to:

CSI Employee Benefits

Fax No.

(616) 301-2149