CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

AP 604 Employee Mental Health and Wellness

DIRECTIONAL POLICY

Nurturing and Developing Human Resources

Title of Administrative Procedure:

Employee Mental Health and Wellness

Date Approved:

November 2025

Projected Review Date:

November 2030

Directional Policy Alignment:

The *Employee Mental Health and Wellness Administrative Procedure* aligns with the *Nurturing and Developing Human Resources* Directional Policy. The purpose of this Administrative Procedure is to establish a shared understanding of CDSBEO's commitment to fostering a supportive and respectful work environment, grounded in our Catholic faith, that supports overall employee well-being. This environment serves as a foundational framework in supporting and enhancing employees' professional and personal growth.

Alignment with Multi-Year Strategic Plan:

The *Employee Mental Health and Wellness Administrative Procedure* support the Board's Vision "Rooted in the deepest traditions of Catholic faith and action, we inspire our students and staff to grow, believe, act, and hope in an ever-changing world." This Vision calls the Board to these Strategic Priorities:

CDSBEO Strategic Plan 2025-2030

Purpose

The purpose of the Employee Mental Health and Wellness Administrative Procedure is to ensure an organizational culture that supports and promotes a positive and healthy workplace, in a caring Catholic environment. This Administrative Procedure supports CDSBEO's commitment to nurture a healthy, safe, inclusive, and secure working and learning environment for all staff.

Principles

The Catholic District School Board of Eastern Ontario is committed to creating and maintaining a healthy workplace. The Board recognizes that the physical and mental health, well-being, and safety of its employees contribute to a positive and effective work environment, which in turn supports the students they serve. The Board is committed to fostering an organizational culture that is positive, healthy, supportive, and stigma-free. It encourages staff engagement in wellness initiatives to support their personal well-being and their professional growth.

Action Required

- Employee wellness is a shared responsibility, with each person - from individual employees to organizational leadership - playing a vital role in fostering a healthy and supportive workplace culture. A healthy and productive workplace environment is the product of collective effort and mutual commitment.

- The Board will provide a supportive framework that prioritizes and supports employee well-being which includes offering wellness programs, training for leaders connected to wellness, and maintaining an Employee Wellness Advisory Committee.

- Each employee has a personal responsibility to actively manage their own well-being and contribute positively to the workplace environment which involves using the available resources (e.g. Employee Family Assistance Program, CDSBEO wellness initiatives) to support their physical and mental health, adhering to established safety protocols to contribute to a safe workplace, practicing healthy habits, and respecting and supporting colleagues helping to create a positive work environment.

- By embracing this shared responsibility, the Board and its employees will continue to ensure a workplace where well-being is not just an initiative but a fundamental value. This collaborative approach leads to a more engaged, resilient, and productive workforce, fostering a vibrant and supportive culture where everyone can thrive including the students that are served in our Catholic organization.

Responsibilities

The Board of Trustees is responsible for:

- Reviewing the *Employee Mental Health and Wellness Administrative Procedure* as part of its regular policy and procedure review schedule.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Ensuring compliance with the contents of this Administrative Procedure.

Superintendent of Human Resources is responsible for:

- Implementing and operationalizing the Employee Mental Health & Wellness Administrative Procedure.
- Designating resources for ensuring the implementation and compliance with this Administrative Procedure.
- Working with the appropriate internal and external personnel on wellness program(s) that will support employee mental health and wellness.

Superintendents of School Effectiveness are responsible for:

- Ensuring Principals and Vice-Principals are consistent with the application of this Administrative Procedure.
- Ensuring that all staff for whom they have supervisory responsibility are aware of the obligations under this administrative procedure.
- Providing strategic leadership support, oversight, and promotion of initiatives, programs, and resources to ensure consistent implementation and alignment with directional policy.

Principals, Vice-Principals, Managers and Supervisors are responsible for:

- Ensuring staff for whom they supervise are aware of the requirements under this Administrative Procedure.
- Fostering a workplace culture that supports employee mental health and wellness by actively promoting wellness initiatives, modeling supportive leadership practices, and ensuring staff have access to wellness resources and programs.
- Ensuring appropriate training that enables Principals, Vice-Principals, Managers and Supervisors to support employees who may be struggling and guide them toward the appropriate resources and provide effective attention to employees in return-to-work situations.

Wellness and Disability Management Coordinator is responsible for:

- Support implementing and operationalizing the Employee Mental Health & Wellness Administrative Procedure.
- Working with the appropriate internal and external personnel on wellness program(s) that will support employee mental health and wellness.
- Providing leadership and direction as it relates to CDSBEO wellness initiatives and employee return-to-work situations.

Staff are responsible for:

- Understanding the outlined direction, ensuring compliance and requirements of this Administrative Procedure.
- An openness to participating in wellness initiatives, engaging in resiliency (or other wellness) training, and fostering a respectful and inclusive workplace culture.
- Contributing to a stigma-free workplace environment by supporting colleagues, utilizing wellness resources, and ensuring the workplace has safe and open dialogue regarding mental health and wellness.

Progress Indicators

- Participation rates in wellness programs and workshops.
- Employee feedback and satisfaction surveys.
- Usage data for Employee Family Assistance Program.
- Regular review of program outcomes connected to ensuring a healthy workplace (e.g. Wellness initiatives, Attendance Support Program).

Definitions

Employee Family Assistance Program - a confidential, holistic support service that helps employees and their family members manage a broad range of life, work, and health issues.

Mental Health – a state of emotional, psychological, and social well-being that allows individuals to realize their abilities, cope with the normal stresses of life, work productively, and contribute to their communities.

Resilience – the ability to cope with challenges and bounce back from adversity.

Stigma - Stigma is defined as negative attitudes, beliefs, or behaviours about or toward an individual or group of people because of a characteristic they share. Stigma can include stereotypes, prejudice, and discrimination.

Well-being/Wellness - Well-being is the experience of health, happiness, and prosperity. It includes having good mental health, high life satisfaction, a sense of meaning or purpose, and ability to manage stress.

References

- Staff Mental Health Supports – CDSBEO
- Resource Centre - TELUS Health
- CCOHS: Workplace Health and Well-being - Comprehensive Workplace Health and Safety Program
- CCOHS: Mental health - Recognizing and Addressing Stigma at Work