

EMPLOYMENT ASSISTANCE

As part of our mutual assistance program, the CDPA offers, in eligible and appropriate cases on a discretionary basis, risk management assistance regarding employee relations through our “Employment Assistance Program” (EAP). It is intended to be a risk management tool to help prevent issues from escalating into larger problems., such as a revenge complaint from a disgruntled employee regarding office procedures of which the employee is aware, or other matters that may be of interest to the RCDSO. The matter will initially be assigned to one of our Dentist Risk Managers, and if later considered by CDPA to be appropriate, financial assistance may be extended for your use of an approved lawyer limited to two (2) hours of legal assistance, after which no further financial assistance will be available under this program. The matter must concern an employee issue within the member's dental practice.

Examples of employment issues that can benefit from early common sense handling with the assistance of the EAP include:

- terminating employees, including proper notice and manner of doing so in ordinary situations
- reducing employee hours
- matters concerning parental leaves
- dealing with sick or disabled employees and the obligation to accommodate
- dealing with personnel who are independently licensed and self-regulated like hygienists, or who are independent contractors
- what to say or not say on an ROE (Record of Employment)
- employee performance
- employee theft
- avoidance of workplace harassment allegations

We strongly encourage you to contact us at the earliest stages of employee issues in order to attempt to defuse these sorts of situations which can escalate into, for example, an employee demanding compensation, initiating an action, or making contact with the RCDSO.

The EAP is not intended to provide financial assistance for the defence of Labour Board Hearings, disputes or litigation with employees, or where the two (2) hours of assistance

will do little to resolve the matter. When employment issues do escalate or when action is taken before contacting CDPA, in almost all cases assistance will not be provided.