

Administrative Procedure 405

405 - EMPLOYEE ALCOHOL, SUBSTANCE ABUSE, OR CHEMICAL DEPENDENCY

Background

The Division recognizes that a wide range of problems may have an effect on an employee's job performance. The problems may be behavioural or medical in nature and involve physical, mental or emotional illness, alcohol abuse or alcoholism, and substance abuse or chemical dependency; or may involve marital, family, financial, or legal concerns. Alcoholism and other chemical dependencies are recognized as being progressive illnesses and potentially fatal.

In most instances, employees will overcome such personal problems independently, and the effect on job performance will be negligible. However, employees who have a problem they feel may affect their work performance are encouraged to seek voluntarily information and referral. All requests for help will be strictly confidential.

The purpose of this administrative procedure is to assure employees that if personal problems are or may be the cause of current and/or future unsatisfactory job performance they will receive an offer of assistance to help resolve such problems in an effective and confidential manner. The following procedures apply.

Procedures

1. The Division will provide a confidential Employee Assistance Program to counsel employees with personal and health problems including alcohol and substance abuse/dependency. Any records related to the Employee Assistance Program are protected under both the FOIPP and Health Care Profession Act.
2. It is the responsibility of any employee who is chemically dependent or who abuses drugs (substances) or alcohol to seek early intervention, assistance and treatment.
3. In the interests of student safety and acceptable conduct, the use of alcohol, drugs or any prohibited substances by employees while undertaking any activity directly involving students will be dealt with through disciplinary action and could lead to dismissal.