

## 4003:SUBSTANCE ABUSE/IMPAIRMENT (AP)

Approved: 19.04.09

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### **POLICY**

**The Board of Education is committed to providing a safe, healthy and productive working and learning environment where students, employees and other members of the school community are protected from the adverse effects of impairing substances.**

**All employees are expected to perform their work safely, competently and efficiently, without limitation from the use or after-effects of impairing substances.**

**This administrative procedure is designed to prevent and address impairing substance use at work.**

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### **ADMINISTRATIVE PROCEDURES**

#### **1.0 PURPOSE**

School district employees are in a position of trust. This AP establishes expectations for behavior in relation to the use of impairing substances that could impact an employee's ability to perform their duties safely, competently and efficiently, consistent with their position of trust. This includes the school district's requirements regarding employee:

- Fitness for duty
- Use of impairing substance(s), and
- Disclosure of impairing substance(s) use.

It is the intent of the AP that the dignity and privacy of individuals are respected. Treatment, accommodation, and the successful recovery of employees who have a substance use disorder are prioritized in the policy. This AP applies to all employees. Contractors engaged by the school district are expected to abide by this AP. Non-compliance with this AP may result in appropriate disciplinary measures, up to and including dismissal.

#### **2.0 GUIDELINES**

- 2.1 Subject only to an exception required by human rights law, the school district does not permit the use of impairing substances at work or in the workplace.
- 2.2 The school district does not permit the possession, use, distribution or sale of illicit drugs, at work or in the workplace.

- 2.3 Anyone who is reasonably suspected of not being fit for duty will be required to leave work and will be provided with safe transportation home or to required medical attention.
- 2.4 The school district recognizes employees' human rights and will support employees who struggle with responsible use of impairing substances or who have a substance use disorder, by assisting with access as appropriate to programs, services, benefits or work accommodation as per human rights law.
- 2.5 The school district complies with all applicable health and safety, human rights and privacy legislation.
- 2.6 Education on the risks of impairing substance use and abuse and the influence that such use and abuse has on job performance and health and safety will be made available to all employees.

### **3.0 RESPONSIBILITIES**

Employees must:

- 3.1 Be fit for duty at work or in the workplace.
- 3.2 Ensure that their ability to perform their job duties is not negatively affected by the use of after-effects of impairing substances.
- 3.3 Consult with their physician and/or pharmacist to determine if their use of any impairing substance may affect their fitness for duty or the safety of any person at work or in the workplace.
- 3.4 Advise their supervisor or manager if they are taking or have taken an impairing substance that may negatively impact their fitness for duty or the safety of any person at work or in the workplace.
- 3.5 Advise their supervisor or manager in a confidential manner if they reasonably believe that another employee is not fit for work.
- 3.6 If an employee is working on-call, they must remain fit for duty or decline the call-in for work.

Employees who need a valid drivers' license in the performance of their duties must immediately inform their supervisor or manager if their driving privileges are lost, revoked or suspended due to impaired driving, including but not limited to a charge, suspension or conviction while on or off duty or in the employee's personal vehicle.

Managers and Supervisors will:

- 3.7 Communicate with employees about the need to maintain a workplace free from impairing substance use, including answering questions about this policy.
- 3.8 With the assistance of identified district staff/human resources, proactively identify and manage performance issues related to impairing substance use or substance use disorder.
- 3.9 Foster a workplace culture that encourages employees to self-disclose any conditions or concerns, including impairing substance use or substance use disorder that might impair their job performance or compromise workplace health and safety.
- 3.10 Record relevant information about any incident of suspected impairment and report it without delay to the Director of Human Resources.
- 3.11 Address any situation, including prohibiting operation of a motor vehicle, where an employee is reasonably suspected of being not fit for duty.

#### **4.0 RESOURCES**

Employees and their dependents may seek free and confidential assistance from the Employee and Family Assistance Program (EFAP). All voluntary referrals to the EFAP are confidential.

Employees are also encouraged to seek assistance from their immediate supervisor, identified district staff/human resources, the BCTF Health and Wellness Program (teachers) or the Joint Early Intervention Services program (support staff).

#### ***References:***

*AP 5013: Pupil Involvement with Drugs and Alcohol*

*AP 1400: Smoke Free Environment*

*P 401: Respectful Workplace*

*Workers Compensation Act, RSBC 1996, c. 492, s.2*

*Controlled Drugs and Substances Act, SC 1996, c19*

*Cannabis Act, citation not yet available*

*Cannabis Control and Licensing Act, citation not yet available*

*Criminal Code, RSC 1985 c. C-46*

*Tobacco and Vapour Products Control Act, RSBC 1996, c451*