

<b><i>Rainy River District School Board</i></b>	<b>SECTION 3</b> <i>Personnel</i>
<b>EMPLOYEE ALCOHOL AND DRUG USE</b>	<b>3.22</b>

## **POLICY**

The Rainy River District School Board will assist all employees who develop a problem with repeated misuse of alcohol and/or drugs before job performance is affected.

## **RATIONALE**

Alcohol or drugs may impair an employee's ability to perform properly and therefore may have serious adverse effects on employees, co-workers, the public and students. The use of alcohol or drugs can impair the ability of an employee to cooperate with other employees and perform the essential duties of the position.

## **IMPLEMENTATION**

See Employee Alcohol and Drug Use Procedure 3.22

### Definitions:

Drugs: Use of Drugs is interpreted to mean the non-medical use of restricted drugs on Board property and includes the following:

- all substances that are listed in the *Narcotic Control Act*
- all “controlled drugs” and “restricted drugs” as defined and listed in the *Food and Drugs Act* and the *Controlled Drugs and Substances Act*
- all non-prescribed use of medical drugs which are available on prescription
- any other substance when misused to induce a mind or body altering effect

Alcohol: Is to be interpreted as meaning all substances defined as liquor in the *Liquor License Act* as well as low alcohol products.

## **GUIDELINES**

1.1 The supervisor/principal or designate will monitor job performance and evaluate performance with the employee. A request can be made to meet with the principal or designate if job performance concerns arise. If the employee is unsuccessful meeting the expectations of the performance appraisal, the supervisor/principal or designate will meet with the employee (and union representative if requested) to review identified areas of concern.

- 1.2 If the employee discloses an alcohol or drug problem, the supervisor/principal or designate will provide support for the employee to attend an interview in the Employee and Family Assistance Program.
- 1.3 If there are problems with the misuse of alcohol or drugs and as a result the employee cannot complete the essential duties of the job, the employee (and union representative) may request a meeting with the supervisor/principal or designate.
- 1.4 The employee may attend the scheduled appointment with the Employee and Family Assistance Program to discuss the misuse of alcohol or drugs.
- 1.5 Modified work may be considered as a short term plan during the period of recovery from the misuse of alcohol or drugs.

<p><u>CROSS REFERENCE</u></p>	<p><u>Date Approved</u> June 7, 2005</p> <p><u>Board Motion</u> #168</p> <p><u>Review Prior to</u> 2010</p>	<p><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p> <p>Food and Drugs Act Schedule G, Sections 33-38 and Schedule H, Section 40</p> <p>Controlled Drugs and Substances Act Sched. I-IV</p> <p>Liquor Licence Act</p>
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