

ALCOHOL, DRUG ABUSE OR CHEMICAL DEPENDENCY

Background

The Division recognizes that a wide range of problems not directly related to the job 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 drug 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. To assist employees to obtain appropriate information and referral, the Division has arranged for an "Employee and Family Assistance Program; a confidential service which employees are encouraged to utilize. Contact information for this service can be obtained from the employee's workplace, the Division's website or from the Division's payroll department.

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.

Procedures

1. The Division agrees that almost any problem can be successfully treated provided it is recognized in its early stages and the assistance of an appropriate medical, psychiatric, counseling and/or self-help service is sought.
2. It is the responsibility of any employee who is chemically dependent or who abuses drugs or alcohol to seek early intervention, assistance and treatment.
3. Initial treatment for alcoholism and other chemical dependencies will be covered by the present sick leave allowances. Extended leave for treatment can be arranged under accumulated sick leave, annual leave, or leave without pay on the same basis as for other physical or mental health problems.
4. Efforts will be made to see that the disease of alcoholism and/or chemical dependency will receive the same employee benefits and insurance coverages provided for other illnesses under established employee benefit plans.

5. All records pertaining to clients will be maintained with the strictest of confidentiality in accordance with the highest medical and ethical standards and provincial and federal laws. All records will be segregated from an individual's personnel records.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 33, 52, 53, 204, 222, 226 Education Act
Employment Standards Code
Labour Relations Code
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act