

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 412
SECTION:	RELATIONS		
PROCEDURE:	STAFF SUBSTANCE ABUSE		

BACKGROUND

The Division believes that quality education is not possible in an environment affected by substance abuse. The Division is committed to protect the health, safety and welfare of the students it serves by assuring that a drug-free workplace is maintained and staff members perform their duties unimpaired by the effects of drugs or alcohol.

PROCEDURES

1. In an effort to prevent abuse of alcohol and chemical substances by all its staff members, the Director will issue such procedures as are necessary.
2. In order to minimize the risk of impaired performance, the following are strictly prohibited for all staff members while engaged in assigned duties or while in direct supervision of students, on school premises or at school sponsored events:
 - 2.1 The use, possession, distribution, offering or sale of illicit drugs, illicit drug paraphernalia or un-prescribed drugs for which a prescription is legally required in Saskatchewan;
 - 2.2 The presence in the body of illicit drugs, un-prescribed drugs for which a prescription is legally required in Saskatchewan, or their metabolites;
 - 2.3 Intentional misuse of prescribed medication, over-the-counter medications or other substances;
 - 2.4 Being unfit for work due to the after-effects of alcohol, illicit drugs, un-prescribed drugs for which a prescription is legally required in Saskatchewan or the intentional misuse of medications; and
 - 2.5 Consumption of alcohol during working hours, on or off school premises, including meal times or other personal work breaks, whether or not they are considered to be paid time.
 - 2.6 Such prohibitions do not apply to a prescription drug where:
 - 2.6.1 Such drug is being used for its intended purpose as currently prescribed for the person possessing it, and
 - 2.6.2 The use of such drug doesn't adversely affect judgment, coordination or other senses or the ability to perform work in a safe and productive manner.

- 2.7 The Division reserves the right to request a physician's statement confirming that the use of such drugs has been prescribed and that the use of such drug will not adversely affect the performance of the staff member or the safety of students and/or other staff members.
3. Any staff member found to violate procedure 2 may be subject to disciplinary action, including discharge, referral to criminal prosecution, and/or may be referred to an assistance or rehabilitation program at the discretion of the Director.
4. Staff members experiencing or who suspect they have a problem with drug or alcohol abuse or dependency are encouraged to seek counselling assistance.
- 4.1 No staff member will have his/her job security or promotion jeopardized by requesting counselling, however, the staff member is expected to perform his/her duties in a competent manner. Failure to do so will result in appropriate corrective or disciplinary action.
- 4.2 The responsibility for correcting unsatisfactory job performance or behavior resulting from alcohol or drugs rests with the staff member.
- 4.3 Staff members may be granted a leave of absence at the discretion of the Director to participate in a drug or alcohol abuse rehabilitation program.
- 4.4 Information concerning a staff member's involvement in the treatment agencies will be held in the strictest confidence and will not be disclosed except:
- 4.4.1 As authorized in writing by the employee,
- 4.4.2 As required by law,
- 4.4.3 Where there is a serious and imminent risk that the health or safety of the employee or others would be jeopardized.
5. Staff members are responsible for notifying the Division Office of any criminal drug or alcohol conviction.
6. The Director, within thirty (30) days of receiving the notice of a staff member's conviction that occurred in the workplace, may take appropriate action with regard to such staff member, which may include discipline or a staff member participating satisfactorily in a drug or alcohol abuse rehabilitation program.
- 6.1 If a staff member refuses or fails to follow through with an assistance program, sanctions may be imposed up to and including termination of employment.
- 6.2 The normal process of job performance monitoring and counselling will remain the primary emphasis and method by which substance abuse problems and violations of this procedure will be identified.

Reference: Sections 87, 108, 108 Education Act
Local Authority Freedom of Information and Protection of Privacy Act

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