

4003: SUBSTANCE ABUSE & IMPAIRMENT (AP)

Approved: 19.04.09
Amended: 25 12 02

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.
- 2. 7 All disclosures and related information will be treated confidentially, except where disclosure is required by law or necessary for safety. The District emphasizes a non-punitive approach for employees who voluntarily self-disclose impairing substance use or a substance use disorder. Self-disclosure will be met with support, accommodation, and access to resources rather than disciplinary action, provided safety requirements are maintained.
- 2. 8 Cannabis use is prohibited in the workplace and during work hours, including breaks, regardless of legalization.
- 2. 9 The school district does not permit vaping on school property or in the workplace, regardless of whether the product contains nicotine or cannabis.

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.

3. 7 Employees are expected to actively participate in any accommodation plan developed to support their fitness for duty, including cooperating with medical assessments, treatment recommendations, and modified work arrangements as required.

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. 8 Communicate with employees about the need to maintain a workplace free from impairing substance use, including answering questions about this policy.
3. 9 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. 10 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. 11 Record relevant information about any incident of suspected impairment and report it without delay to the Director of Human Resources.
3. 12 Address any situation, including prohibiting operation of a motor vehicle, where an employee is reasonably suspected of being not fit for duty.
3. 13 Supervisors must document all actions taken in response to suspected impairment and consult with Human Resources before initiating any disciplinary measures to ensure compliance with policy and legal obligations.

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

5.0 DEFINITIONS

- 5.1 Impairing substances (include alcohol, cannabis, illicit drugs, prescription medications, and over-the-counter drugs that impair performance).
- 5.2 Fitness for duty (ability to safely and effectively perform job duties).
- 5.3 Substance Use Disorder (align with human rights language).

REFERENCES:

Pacific Rim School District - Substance Abuse & Impairment Policy
AP 5013: Pupil Involvement with Drugs and Alcohol
AP 1400: Smoke Free Environment
P 401: Respectful Workplace
P 711: Health and Safety: Violence in the Workplace
Workers Compensation Act, RSBC 2019, c. 1
Controlled Drugs and Substances Act, SC 1996, c19
Cannabis Act, SC 2018, c. 16
Cannabis Control and Licensing Act, SBC 2018, c. 29
Criminal Code, RSC 1985 c. C-46
Tobacco and Vapour Products Control Act, RSBC 1996, c451
WorkSafeBC Bullying & Harassment Policy (OHS Policy P2-21-2)