



File GBE-R

ALCOHOL, CANNABIS AND DRUG MISUSE

Having found impaired work performance which has continued unimproved after being adequately brought to the employee's attention under normal circumstances, the supervisor must then follow the outlined procedures.

The Three Interview Procedure will be utilized when the work standard of an employee consistently falls below an acceptable level.

DEFINITION

"Supervisor" means either a Principal or a member of the Superintendent's/Secretary-Treasurer's Department.

Interview No. 1: Informal

When warranted by unsatisfactory work performance, job attendance, or both, the supervisor conducts a corrective interview. The attendance of a representative for the employee at this meeting will be at the discretion of the supervisor.

This interview serves to establish the fact that the supervisor is aware of deteriorating job performance and expects the employee to resolve any problems that may be affecting ability to perform assigned duties at an acceptable standard.

The supervisor should offer suggestions as to how job performance can be improved. These suggestions, however, must be restricted to the job and how it is performed. The data on the employee should contain all relevant information describing the symptoms of the problems.

Alcohol, cannabis and other forms of drug misuse may lead to an addiction-related illness and should be treated as such, and that the sick leave benefits now available to employees should apply. It should be noted that such employees may be eligible for Long-Term Disability Insurance Benefits.

In addition, a time limit should be agreed upon by both parties for improving job performance.

A report of this meeting shall be placed in the file of the employee.



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Interview No. 2: Formal

This interview will be conducted by the supervisor and both the supervisor and the employee are entitled to representation at the meeting. All pertinent documentation should be available for inspection.

The supervisor should carefully outline the problem areas with the employee. Care should be taken to ensure that there is not cause for misinterpretation of the documentation by any of the parties.

The deteriorating work performance should be reviewed again with the employee and discussed. At this point, the employee, who may admit to a personal problem, should be encouraged to seek the assistance of a helping resource.

It should also be indicated at this time that, failing any improvement in performance, a mandatory referral will be made. (Interview 3)

A report of this meeting shall be placed in the file of the employee.

Interview No. 3: Mandatory Referral (as an option to dismissal)

In addition to those previously involved in the meetings, it is mandatory that the Superintendent/Secretary-Treasurer, if not previously involved, become participants in the discussion at this time. The first two interviews should be reviewed and all areas of poor job performance openly discussed.

It should be explained that previous interviews have not produced desired results and it is now necessary that corrective action be implemented. The employee should be advised that an appointment has been made with the helping resource (e.g. A previously identified Doctor, AFM, etc.) and that it is mandatory that the employee not only keep this appointment but follow any course of action or treatment that may be recommended. Failure to do so will be grounds for disciplinary action. The Board shall be advised by the helping resource of the course of action or treatment to be followed by the employee and shall receive periodic progress reports. The Board shall also be advised by the helping resource when the treatment has been completed.

When, at any stage of the drug misuse program, an employee has resolved a drug misuse problem to the satisfaction of the Division, a statement to this effect shall be placed in the employee's file. The employee shall also receive a copy of the statement.

Failure to admit to a problem at Interview No. 3 should then revert the employee to a regular policy of dismissal for failure to perform the job. [*Employment Standards Code, Section 62(h)*]



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NOTE: Disciplinary action in the case of an individual who refused to see the resource person(s) or who refused to follow any course of action or treatment recommended will be an automatic three (3) - week suspension without pay, where applicable.

If at any time during the suspension, the employee requests assistance, the employer will provide it in the way of referral and at the same time lift the suspension.

Upon the employee's returning to work after the suspension, it must be made clear to him/her that failing any consistent improvement in job performance over a specified period of time, his/her services will be terminated.

See also: MTS Agreement - Article 20
CUPE Agreement - Article 28
GBK