



Windsor-Essex Catholic District School Board

Section: **Human Resources**

Policy: **Alcohol and Drug Abuse by Employees** **H:11**

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## **POLICY**

1. The Windsor-Essex Catholic District School Board shall support its Mission and Vision with the creation of an educational atmosphere that fosters a positive self-concept and provides opportunities for the academic, spiritual, social, aesthetic and physical growth of all students.
2. The Board recognizes that the consumption of alcohol and other drug use can impair an individual's well-being and interfere with his/her ability to function. In addition, the Board recognizes that all of its staff provide and set examples for the students within our school system.
3. Accordingly, the Board prohibits
  - a. The use of alcohol, illicit drugs or the abuse of prescriptive drugs during working hours or while operating any Board vehicles or equipment.
  - b. Reporting for work under the influence of alcohol or any illicit drug that impairs his/her ability to function.

## **PROCEDURES**

1. **Early Intervention into Alcohol and Drug Problems**
  - 1 Employees who think that they may have a drug or alcohol problem, which affects their employment or personal life, are urged to avail themselves of the Employee Wellness Program, Board Policy H:02 Employee Wellness.
2. **Alcohol and Drug Violation**
  - 1 In the event of a violation of Board Policy (3a or 3b), the Principal/Supervisor shall:
    - a. inform the employee that the behaviour is an infraction of Board policy;
    - b. report the information to the appropriate Superintendent or Manager of Human Resources immediately.
  2. Upon notification of any violation, the employee may be subject to disciplinary action that may include reprimand or suspension. Additionally, Senior

Administration may recommend dismissal to the Board. Factors which will be considered in determining the degree of discipline may include the degree of intoxication, the repetition of the offence, involvement in an accident, the exposure to students or to the public and any other relevant facts.

Approved by the Board: January 11, 2000

Reviewed by the Board: March 8, 2005

Related Policy: H:02 Employee Wellness

Related Board Committee:

Policy Review Date: 2009