

**REGULAR BOARD MEETING ADDENDA**

TUESDAY, AUGUST 28, 2018

7:00 PM

THE FORUM

PARKSVILLE CIVIC & TECHNOLOGY CENTRE

4. APPROVAL OF THE CONSENT AGENDA

e. Ministry of Education News

- Education by the numbers p 1-2
- Year of record investment in BC schools benefits students p 3-4

12. ACTION ITEMS

b. Audit Committee Terms of Reference

(Ron Amos) p 5

*Recommendation:*

**THAT** the Board of Education of School District 69 (Qualicum) approve the Audit Committee Terms of Reference as presented.

15. POLICY/ADMINISTRATIVE PROCEDURE

(Trustee Young)

c. Board Policy 8003: Impairment in the Workplace

p 6-19

*Recommendation:*

**THAT** the Board of Education of School District 69 (Qualicum) approve first reading of Board Policy 8003: *Impairment in the Workplace* and its attendant Administrative Procedure at its Regular Board Meeting of August 28, 2018.



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## INFORMATION BULLETIN

For Immediate Release  
2018EDUC0040-001628  
Aug. 27, 2018

Ministry of Education

### Education by the numbers

VICTORIA – The following facts provide a snapshot of British Columbia's education system.

#### Enrolment and schools

- There are 1,566 public schools and 360 independent schools in B.C.
- Pending final enrolment count in fall 2018, it is estimated that there will be 538,821 funded public school students in the 2018-19 school year. This would be an increase of 1,737 students since 2017 (school-aged and adult, funded full-time equivalent students).
- Based on student head-count in the 2017-18 school year, there were:
  - 69,685 students with special needs in the province — 3,020 more than the year before
  - 70,487 Indigenous students in the province — 1,299 fewer than the year before
  - 67,375 English language learning (ELL) students in the province — 1,092 more than the year before
  - 5,940 francophone students in the province — 249 more than the year before
  - 54,063 French immersion students in the province — 295 more than the year before
  - 84,995 independent school students — 1,525 more than the year before

#### Achievement – six-year completion rate 2016-17

- 84% of all public school students are completing high school.
- 87% of English language learners in public schools are completing high school.
- 99% of francophone students in Conseil Scolaire Francophone School Board are completing high school.
- 96% of French immersion students in public schools are completing high school.
- 66% of all Indigenous students in public schools are completing high school.

#### Investments in learning

- \$6.6 billion for K-12 education this year, and \$2 billion in seismic upgrades and school construction over the next three years.
- In the 15 months of the current government, operating funding was increased by over \$580 million.
- Government invested close to \$420 million in the classroom-enhancement fund last year to hire up to 3,700 new teachers and specialty teachers in classrooms throughout British Columbia. A similar investment for the 2018-19 school year is expected.
- Funding to schools in B.C. for students with special needs is approximately \$1 billion in the 2018-19 school year, including basic student funding and supplemental funding.

- School districts receive \$53 million through CommunityLINK and \$11.2 million via the vulnerable student supplement each year to help them fund programs that support vulnerable children and youth.

### **Learning environment**

Government will invest a record \$2 billion in school capital projects over the next three years.

- Since September 2017, government has announced 33 school capital projects, for a total investment of \$638.4 million.
- This includes 15 new or upgraded schools and site purchases for future schools and 18 seismic upgrades or replacements.
- These projects will create 4,630 new student spaces and 9,854 seismically safer seats.
- Government has created a new, ongoing \$5-million annual playground equipment fund for school districts to buy new or replacement playground equipment. This will reduce the need to for parents to fundraise for needed school playgrounds.
- This year, 26 schools received \$90,000 for a standard playground and 25 schools received \$105,000 for a universally accessible playground.

### **Contact:**

Government Communications and Public  
Engagement  
Ministry of Education  
250 356-5963

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## NEWS RELEASE

For Immediate Release  
2018EDUC0041-001641  
Aug. 28, 2018

Ministry of Education

### **Year of record investment in B.C. schools benefits students**

VICTORIA – Students throughout British Columbia are benefiting from record investments in safe and modern learning environments.

“We are working hard to give students the best learning environment possible, and that means investing in new and safer facilities that will allow students to thrive,” said Rob Fleming, Minister of Education. “We will continue accelerating seismic upgrades, adding more student spaces and purchasing land to build new schools, as we ensure British Columbians have the knowledge, skills and opportunities to help people in our province prosper.”

Since September 2017, government has announced \$639 million in capital projects (including new schools, additions, upgrades and land purchases for future schools) that will create more than 4,600 new student spaces. The investments will also fund the upgrades or replacement of more than 9,800 student spaces at schools with a high seismic risk.

The Province is working with school districts, local governments and other stakeholders to reduce the need for portables in fast-growing school districts throughout B.C.

“It has been encouraging to see the Province’s considerable investment over the last year in providing our growing district much-needed school spaces, as well as seismic upgrades,” said Laurie Larsen, Surrey Board of Education chair. “We’re excited to continue working with the Province to put students first and ensure the quality educational experience they deserve.”

Because of an accelerated Seismic Mitigation Program, students at Westview Secondary school (Maple Ridge), Fairview Elementary school (Maple Ridge) and Gibson Elementary school (Delta) will return to seismically upgraded facilities. Under the Seismic Mitigation Program, there are 14 other schools under construction and 18 schools proceeding to construction.

The following eight schools have recently had their upgrades completed in time for the coming school year:

- Alpha Secondary (Burnaby, \$27.2 million, 1,100 students)
- Bear Creek Elementary (Surrey, \$3.11 million, 550 students)
- Fairview Elementary (Maple Ridge, \$2 million, 434 students)
- F.W. Howay Elementary (New Westminister, \$3.95 million, 138 students)
- Gibson Elementary (Delta, \$1.6 million, 560 students)
- Montecito Elementary (Burnaby, \$3.85 million, 315 students)
- Sir Charles Kingsford-Smith Elementary (Vancouver, \$11.6 million, 387 students) — opens in October 2018 —
- Westview Secondary (Maple Ridge, \$1 million, 1,200 students)

Also this school year, thousands of new student spaces will be ready for learners and will reduce the number of portables in fast-growing districts throughout the province:

- Promontory Heights Elementary (Chilliwack): \$6.1-million, 200-seat expansion
- Salish Secondary (Surrey): \$55.2-million, 1,500-seat new school
- Woodward Hill Elementary (Surrey): \$5.8-million, 200-seat expansion
- Smiling Creek Elementary (Coquitlam): \$20.5-million, 430-seat new school.
- Margaret (Ma) Murray Elementary (Fort St. John): \$26.6-million, 365-student new school

**Learn More:**

For more information on the major capital projects currently underway at public schools in B.C., visit: <https://www2.gov.bc.ca/gov/content/education-training/administration/capital/major-capital-projects>

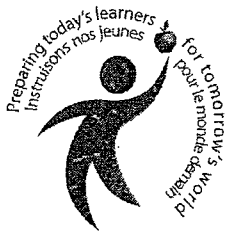
For more information on the Government of B.C.'s Seismic Mitigation Program, visit: <https://www2.gov.bc.ca/gov/content/education-training/administration/capital/seismic-mitigation>

**Contact:**

Government Communications and Public  
Engagement  
Ministry of Education  
250 356-5963

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# School District No.69 (Qualicum)

## Terms of Reference

### Audit Committee

#### **Purpose:**

The purpose of the Audit Committee (committee) is to review all matters arising from the planning for and receipt of the audited Financial Statements.

#### **Membership:**

The committee of the whole will consist of all five trustees, the Superintendent of Schools and the Secretary-Treasurer. The committee will be chaired by a member trustee.

#### **Frequency of Meetings:**

The committee shall meet annually or as required.

#### **Responsibilities:**

- Review the audited financial statements and once satisfied recommend approval by the board of the submission to the Minister of Education and publication of the audited statements;
- Oversee the internal control structure with a focus on safeguarding district assets;
- Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- Review the nature and extent of other services provided by the auditor in relation to auditor independence;
- Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school district's financial reporting;
- Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;
- Meet as necessary with the external auditors at an in camera meeting, with or without staff members present;
- Meet annually with the external auditor to review the financial statements;
- Have a separate agenda and terms of reference which reflect best practice for audit committees.

#### **Support Team:**

The committee will be supported by the Assistant Secretary Treasurer.



The Board of Education of SD69 (Qualicum) considers the health, safety and wellbeing of students and staff to be of paramount importance. The Board recognizes that impairment in the workplace may present a significant and undue risk to students and staff. As such, the Board prohibits the use of any impairing substances during working hours including during break periods and before work (if it may reasonably be foreseen to result in impairment while at work).

**Impairment** is commonly thought to refer to only drugs and alcohol. However, impairment can also result from use of prescription drugs, health issues (example, diabetic suffering from insulin instability) and fatigue. Non-prescription drugs may also affect an individual's ability to work safely. For this reason, any observations/concerns an employee may have regarding impairment in the workplace must be reported to a supervisor for follow-up.

This policy and attendant administrative procedure applies to all employees (including supervisors and managers), whether permanent, temporary, casual, contract, or student workers. Volunteers are also subject to these provisions.

The Board holds its employees and volunteers to a duty to report impairment or potential impairment in the following circumstances:

- If an employee/volunteer believes his/her ability to work is impaired for any reason.
- If an employee/volunteer has witnessed behaviours or received information that leads him/her to believe that another employee's/volunteer's ability to work is impaired for any reason.
- If an employee believes his/her ability to work may be impaired due to addiction issues, he/she is required to self-disclose to the employer, before any substance-related incident or near miss occurs. An employee who self-discloses will be offered support/treatment. Failure to disclose addiction issues prior to an incident or near miss may result in discipline up to and including termination for non-compliance with this requirement.

### Regulatory Requirements

Under Section 116 (2)(d) of the **Workers Compensation Act**, a worker is required to ensure that the worker's ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes.

Sections 4.19 and 4.20 of the **Occupational Health and Safety Regulation** include the obligations of workers to advise their employer if their ability to safely perform their work is impaired for any reason, and to not knowingly do work where their impairment may create an undue risk to themselves or anyone else.

The same sections of the Regulation include the obligations of employers to not assign impaired workers to activities where their impairment may create an undue risk to the worker or anyone else, and to ensure that workers whose impairment endangers the worker or anyone else, do not remain at the workplace.



The ***Cannabis Control and Licensing Act*** (proposed BC legislation) expressly prohibits consumption of Cannabis in any form in schools or on school property and places vicarious liability on the employer to ensure compliance.

***References:***

- *Workers Compensation Act*
- *Occupational Health and Safety Regulation*
- *Cannabis Control and Licensing Act*
- *Administrative Procedure 8009: Impairment in the Workplace*

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## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### IMPAIRMENT IN THE WORKPLACE

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#### **Purpose:**

School District 69 is committed to protecting patients/residents/clients, employees, volunteers, students and the public from the potential adverse effects of the inappropriate use of alcohol and drugs. School District 69 and its employees have a responsibility to ensure the workplace remains free from adverse health effects.

School District 69 believes that substance use disorder is a treatable disease and will promote self-awareness and voluntary referral for assistance to enable employees with substance use illnesses to get well. School District 69 will support the rehabilitation and return to work of employees and physicians who are experiencing difficulties with substance use disorder.

School District 69 recognizes that prevention and early intervention improves the probability of lasting recovery. School District 69 will provide education on early detection, intervention and rehabilitation initiatives.

All individuals who are employed by or carry out business for School District 69 are expected to report to perform their assigned duties safely and acceptably without any limitations due to the inappropriate use or after-effects of use of alcohol, illegal drugs, medications or any other mood altering substances that may endanger their health and safety or that of any other person (WorkSafeBC Regulation, Part 4, 4.20(1) (2) (3)). School District 69 will facilitate the removal from the premises of any individual it suspects is impaired by alcohol, a drug or other substance.

School District 69 does not tolerate the use of alcohol, illegal drugs and other mood altering substances or the misuse of medications by any individual engaged in School District 69 business or working on School District premises. School District 69 (Qualicum) prohibits the possession, distribution, storage, offering or sale of illegal drugs, alcohol, medications and mood altering substances by any individual engaged in School District 69 business or working on School District 69 premises.

Individuals who believe they have a developing alcohol and/or drug problem are expected to assume responsibility and seek assistance from their personal physician(s) and or appropriate community resources before their job performance is affected or violations of this policy and related guidelines occur (WorkSafeBC Regulation, Part 4; 4.19(1)). School District 69 regular status employees may access the Employee & Family Assistance Program. Employees may also seek assistance from a School District 69 Director of Human Resources.

Individuals who suspect or recognize a substance use disorder or emerging alcohol or drug problem in others should seek advice from their supervisor before worksite or personal safety is compromised or violation of this policy and guidelines occur. Individuals are required to report unsafe acts and illegal activities to their supervisor.

All employees are required to use medications responsibly, both prescribed and over-the-counter. Employees are expected to consult with their physician or pharmacist to determine if the medication used will have any potential negative effect on attendance, behaviour, job performance and safety. A medical assessment may be required by the Director of Human Resources to determine fitness for work while taking psychoactive medication.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### IMPAIRMENT IN THE WORKPLACE

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Employees, who believe that their use of prescribed medications may have an adverse effect on their performance including safety issues, are required to report this to their supervisor who may consult with the Director of Human Resources to assist with any necessary accommodations to their jobs such as modified hours or duties.

Violations of this policy and related guidelines may result in disciplinary action up to and including termination of employment, suspension or removal of privileges for physicians or termination of the contract for those under a service contract.

#### ROLES AND RESPONSIBILITIES

##### *Employees and Volunteers*

- Understand and abide by this policy and related guidelines.
- Do not consume during work or report to work under the influence of alcohol, illegal drugs, mood altering substances or misuse of medications.
- Decline unscheduled shifts if impaired.
- Seek advice. Any employee deciding to utilize the resources available through School District 69 to medically assess and/or treat substance use disorder, must also then agree to comply fully with all requirements of this policy, including treatment recommendations made by an addiction specialist, participation in medical assessments, return-to-work evaluations, and a Return to Work Agreement with mandatory monitoring requirements.
- All Employees participating in the School District 69 program must follow all recommendations made by an addiction specialist which may include monitoring or relapse prevention strategies after primary treatment for alcohol or drug dependency.
- Report unsafe and questionable actions to a supervisor. Ask another supervisor or the Director of Human Resources for assistance if the unsafe or questionable actions involve a supervisor.
- Practice confidentiality.

##### *Executive, Education Leaders*

- Provide awareness of this policy and consequences for violation.
- Provide a process that supports voluntary treatment for substance use disorder.
- Provide a safe work environment for staff, patients and public.
- Practice confidentiality.

##### *Supervisors*

- Play a key role in the communication, implementation and monitoring of this policy and related guidelines.
- Manage performance, behavioural, attendance and safety issues.
- Provide support and accommodation to employees with substance use disorders.
- Collaborate with the Director of Human Resources, Union and employee to develop a return to work plan.
- Provide for the safe removal from work of an impaired employee or an employee who is not medically fit to work when required.
- Manage non-compliance of return to work agreement in consultation with the Director of Human Resources.
- Practice confidentiality.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### IMPAIRMENT IN THE WORKPLACE

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#### **Union**

- Promote early, voluntary referrals.
- Work with management to advise employees of options.
- Collaborate with supervisors, Director of Human Resources and employees to develop a return to work plan. Support and assist the employee during return to work.
- Participate in the development and delivery of staff education programs.
- Practice confidentiality.

#### **POLICY IMPLEMENTATION GUIDELINES**

##### **1. For Employees**

School District 69 will deal with employees with substance use disorders in the same manner as other diseases which can negatively affect safety, attendance, performance and behaviour. It is not School District 69's responsibility to diagnose but rather to intervene in a timely way to reduce risk of unsafe acts and to offer referral to counseling, assessment, assistance and ongoing support for recovery.

Undiagnosed, untreated and/or under-treated substance abuse presents an extraordinary level of risk since these disorders are generally progressive in nature. The workplace is an effective venue for early detection and treatment referrals. It is important to avoid making the kinds of adjustments and compromises that will enable the continuation of problematic behaviours and interfere with employees getting timely assistance. Individuals are encouraged to approach co-workers, if substance misuse or dependency is suspected, to express concern regarding their health and encourage them to seek assistance.

A change in attendance is often the first sign of a problem. Other indicators are tardiness, declining performance, mood fluctuations, accidents, injuries and preferring to work alone.

These guidelines will provide direction to supervisors and employees on how to deal with situations where fitness for work may be impacted by the effects of misuse of alcohol and/or drugs.

##### ***Adverse Change in Performance Where Substance Abuse is Suspected***

Process for intervening with an employee who is exhibiting a decline in attendance, performance, behaviour or a combination thereof which is impacting on his/her ability to do the job safely and effectively:

- i. Early intervention is important. Do not ignore the problem. Treat the employee fairly, confidentially and respectfully.
- ii. Do not accuse the employee of being an alcoholic or having a drug problem.
- iii. The supervisor and director of Human Resources will meet with employee and union representative to outline the employee's work performance concerns.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### IMPAIRMENT IN THE WORKPLACE

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##### ***Suspicion an Employee May Be Impaired At Work***

Process for intervening with an employee when a supervisor observes physical, behavioural and work performance indicators that suggest that an employee is not fit for duty:

- a. Manager or designate will investigate to determine if the employee is fit for duty. Attempt to contact a union representative and include, if available. Consult with the Director of Human Resources regarding process if the incident occurs during regular business hours.
- b. If employee is not fit for duty the Director of Human Resources will arrange for employee to be removed from the work site. Call Security and/or police in situations where employee is uncooperative and/or acting out inappropriately.
- c. The supervisor will arrange safe transportation for the employee to his/her residence or to the care of another person and will determine if employee needs to be accompanied. When there is concern for the employee's immediate health status, arrange for transport to medical assistance.
- d. The supervisor will document observations and actions taken as soon as possible following incident.
- e. The supervisor will notify the Director of Human Resources and the Union on the next regular business day that the employee was not fit for work and the subsequent action that was taken.

**NOTE: After regular business hours the person designated in charge of a worksite or department will follow the above process. If required, he/she may contact the appropriate administrative person on call for the department to seek advice and assistance. Forward documented observations and actions taken to the supervisor at the earliest opportunity.**

- f. The employee will remain off with pay pending further investigation.
- g. The supervisor will contact the employee the next business day following the incident to arrange a meeting. Employee and union representative will be required to meet with the supervisor before returning to work.

##### ***Access to Assistance***

Employees may access assistance to deal with substance use disorder (their own or that of colleagues) by:

- Contacting the Director of Human Resources and/or seeking advice from their Union representatives.
- Contacting appropriate resources within the community
- Consulting their personal physicians

School District 69 will make information on resources available via a variety of means (i.e. pamphlets, posters and intranet) to enable employees to self-refer. The Director of Human Resources or designate will collaborate with Union representatives to inform employees about the available options for assessment, treatment, rehabilitation and return to work.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### IMPAIRMENT IN THE WORKPLACE

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School District 69 will ensure that employees are given adequate time off for assessment, treatment and rehabilitation and that they may access any benefits to which they are entitled. During the return to work phase School District 69 will collaborate with the employee and union representative to accommodate attendance at monitoring sessions, physician appointments related to substance use disorder and/or support group meetings with minimal disruption to the department's work flow and scheduling.

#### ***Return to Work***

Emphasis will be on fitness for work and supportive reintegration into the workplace. Employees will be expected to provide medical documentation from a physician specializing in addiction medicine declaring their fitness for work and detailing any limitations/restrictions that may require temporary modification of their duties or permanent accommodation under Human Rights legislation. Employees are expected to comply with reasonable accommodation provided by School District 69.

#### ***Return to Work Agreement (Sample Document – Refer to Appendix 3)***

Return to work agreements communicate the employer's expectations with respect to attendance, performance, behaviour and safe work practices following the employees' return to work. They are intended to assist employees in remaining alcohol/drug free and committed to their recovery programs and safe work performance.

The written return to work agreement documents the expectations agreed upon by School District 69, the employee and his/her union representative. The return to work agreement will include but not be limited to:

- Agreement to participate in the relapse prevention agreement prescribed by the addiction specialist.
- Agreement to be monitored for compliance with the relapse prevention agreement by a monitor acceptable to School District 69. The Monitor will verify through regular visits and random biological testing that the employee is compliant with the relapse prevention agreement and will report compliance and/or non-compliance to School District 69.
- Upon reasonable suspicion of a relapse School District 69 may request the Monitor to arrange applicable biological tests within 24 hours and report whether employee is compliant or non-compliant to the Director of Human Resources.
- Notification of gross non-compliance will be reported immediately to the Director of Human Resources by the monitor. The Director of Human Resources will notify the Manager that the employee is not medically fit for work pending medical assessment. The employee will not be permitted to work until a medical assessment by an addiction specialist has taken place and fitness for work recommendations have been received by School District 69. The Director of Human Resources will advise the Union when employees are removed from work due to medical fitness concerns.
- Consequences for non-compliance with the Return to Work Agreement. Duration of the Return to Work Agreement.

## SCHOOL DISTRICT No. 69 (QUALICUM)

### ADMINISTRATIVE PROCEDURE

#### IMPAIRMENT IN THE WORKPLACE

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Contractors must ensure individuals providing services to School District 69 conduct themselves in a manner consistent with this policy. In order to provide a safe work environment School District 69 will take reasonable steps to ensure contractors enforce the provisions of the Alcohol and Drug Use Policy with their employees, sub-contractors and agencies. Appropriate requirements will be built into all requests for proposals and contracts. Any contravention of the policy will be considered a breach of contract which may result in penalties, suspension or expulsion of the individual involved or termination of the contract.

If there is any reason to suspect a contravention of the policy:

- The contractor and site contract manager will be notified.
- The General Manager of Operations will be notified if required.
- Any individual suspected of impairment from alcohol or drugs will be respectfully removed from the premises and safe transport will be arranged at the contractor's expense.
- The contractor and School District 69 will investigate the situation to determine if further action is required.
- The individual will not be permitted to return to their contracted position without written permission from the site contract manager.

Volunteers are expected to perform their assignments in a safe manner consistent with this policy.

School District 69 will ensure volunteers become aware of this policy. Copies of this policy will be accessible for volunteers either by hard copy or intranet access. Any contravention of this policy will be considered grounds for immediate release from volunteer status.

If a volunteer contravenes this policy:

- The supervisor will be notified.
- The volunteer will be immediately and respectfully removed her/his assignment and may be removed from the premises by security staff who may arrange safe transport from the facility.
- The supervisor will investigate the situation and determine what action is required.
- The volunteer will not be permitted to return to their volunteer position without written permission from the Superintendent of Schools.

#### **References:**

- *Board Policy 8003: Impairment in the Workplace*
- *School District 69 Authority: Alcohol and Drug Use Policy (2014)*
- *Other references as per Board Bylaws, Policies and/or Administrative Procedures*

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

IMPAIRMENT IN THE WORKPLACE

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APPENDIX I

DEFINITIONS:

<b>Addiction (Substance Use Disorder)</b>	Refers to a maladaptive pattern of substance use leading to clinically significant impairment or distress as identified by the diagnostic criteria published by the American Psychiatric Association in the current issue of the Diagnostic and Statistical Manual.
<b>Addiction Specialist</b>	Refers to a physician certified in the specialty of addiction medicine.
<b>Alcohol</b>	Refers to the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol. Beverage alcohol includes but is not limited to beer, wine and distilled spirits.
<b>Contractors</b>	Refers to any persons providing services to School District 69 under a service contract or other agreement and not paid through the School District 69 payroll system.
<b>Dependency</b>	A primary, progressive, chronic and often fatal disease characterized by compulsive, obsessive use of drugs or alcohol or both. Dependency is characterized by a preoccupation with the drugs or alcohol, loss of control, increased tolerance, harmful consequences in one or more major life areas, denial and delusion.
<b>Drug Psychoactive</b>	A class of chemical substances that act on the central nervous system causing changes in behaviour, mood, perception, consciousness and cognition (the way a person acts, feels, and thinks). Psychoactive drugs can be classified into four broad categories: sedatives & hypnotics; stimulants; opiates; and hallucinogens & psychedelics. Includes alcohol, illicit drugs, medications; (including but not limited to narcotics, opioids, anxiolytics, sedatives) solvents, and inhalants. For purposes of this policy, drugs of concern are those that affect an individual's potential or ability to perform their job safely and productively.
<b>Employees</b>	All persons who have an employment relationship with School District 69 and who are compensated through the School District 69 payroll system including Supervisors, Managers, Directors, Executive Directors, Vice Presidents and the President and Chief Executive Officer.
<b>Enabling</b>	Enabling, in this context, is a negative activity that prevents the drug or alcohol dependent person from experiencing the natural consequences of their behaviour. It consists of ideas, feelings, attitudes and behaviours that unwittingly allow or encourage alcohol and drug problems to continue to worsen.
<b>Fit for Work</b>	Means an employee is able to perform the duties of the job with competence and in a safe manner as compared to established performance standards.

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<b><i>District Health &amp; Safety</i></b>	Refers to all activities undertaken by any individual in pursuit of School District 69 objectives, whether conducted on or off School District 69 premises. This includes all situations when an individual is representing School District 69 or is performing services under contract to School District 69.
<b><i>District Premises</i></b>	Includes all land, property, structures, facilities, vehicles and equipment owned, leased, operated or otherwise controlled by School District 69.
<b><i>Illegal Activities</i></b>	Any behaviour considered unlawful. Some examples include driving while under the influence of any mood altering substance, selling illicit or prescription drugs or theft of drugs from School District 69.
<b><i>Illicit Drug</i></b>	Refers to any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (i.e. "street drugs" such as marijuana, cocaine and crystal methamphetamine).
<b><i>Impaired</i></b>	Being unable to perform job duties in a safe and competent manner due to a functional limitation.
<b><i>Individuals</i></b>	Refers to all persons under the scope of this policy who carry out business for School District 69 including employees, physicians, volunteers, students, contactors and employees of contractors.
<b><i>Medication</i></b>	Refers to a drug obtained legally either over-the-counter or through doctor's prescription.
<b><i>Misuse</i></b>	Means the intentional use of a prescribed and/or over-the-counter medication in a way that was not intended or under circumstances that pose a danger to the employee, his/her co-workers and/or the workplace.
<b><i>Monitor</i></b>	A health professional who has received training in both the management of individuals with substance abuse disorders and in the monitoring process. The monitor verifies, through face to face visits and random biological testing, that the employee is compliant with all aspects of the relapse prevention agreement and reports compliance or non-compliance to the employer.
<b><i>Mood Altering Substance</i></b>	A psychoactive substance which may impair health or safety including but not limited to alcohol, illicit drugs, prescription psychoactive medicine, inhalants and steroids.
<b><i>Non-Compliance</i></b>	Failure to comply with any or all aspects of the outlined post-treatment long-term recovery plan as outlined by the Addiction Specialist
<b><i>Relapse</i></b>	The recurrence of using mood altering substances and engaging in old behaviours following a period of improvement.
<b><i>Treatment</i></b>	Recovery related activities as recommended by a physician specializing in addiction medicine.
<b><i>Unsafe Acts</i></b>	Performing a task or carrying out any activity that subjects self and/or others to harm or danger.



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APPENDIX 2

**Substance Use Resources**

Vancouver Island Health Authority – Youth and Family Substance Use Services  
<http://www.viha.ca/youth-substance-use/services.html>

B.C. Partners for Mental Health and Addictions Information – General Information and Resources  
<http://www.bcmhsus.ca/health-info/mental-health-substance-use-resources/bc-partners>

Problem Substance Use Workbook – Information and Resources for Effective Self-Management of Problem Substance Use  
<http://www.heretohelp.bc.ca/connect/community-resources>

Canadian Mental Health Association <https://cmha.ca/>

**For Regular School District Employees**

Employee & Family Assistance Program, BC <http://www.efap.ca/> 1-800-505-4929

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APPENDIX 3

**Sample – Return to Work Agreement**

Between:

The Board of Education of School District 69 (Qualicum)

And

*(Insert Name of Union)* (The Union)

And

*(Insert Name of Employee)* (The Employee)

The Employer and the Employee (referred to as the Parties) enter into this Return to Work Agreement in good faith. The purpose of the Agreement is to support the Employee's rehabilitation and to establish a safe return to work plan (*consistent with the recommendations of the specialist*) while at the same time re-establishing a positive and productive employment relationship.

The Employer is committed to protecting employees, patients/residents/clients, physicians, volunteers, students and the public from the potential adverse effects of the inappropriate use of alcohol and drugs. The Employer has legal and ethical obligations to ensure its patients/residents/clients receive competent care.

The Employee understands that regular attendance, satisfactory job performance, appropriate behaviour and safe work practices are standard expectations following the Employee's return to work.

The Employee understands that regular attendance, satisfactory job performance, appropriate behaviour and safe work practices are standard expectations following the Employee's return to work.

The Parties agree to the following terms and conditions:

1. The Employee has provided a letter from Dr. *(name of addictions specialist)* dated *(date of letter)* advising that the employee is ready to return to work. The Parties therefore agree that the Employee will return to work commencing the week of *(date)*.
2. The Employee will remain abstinent from opiates, alcohol and all other mind and mood-altering drugs unless prescribed by a physician who is knowledgeable about his/her chemical dependency and who has first consulted Dr. *(name of addictions specialist)*.
3. The Employee agrees to participate in and comply with the relapse prevention agreement prescribed by Dr. *(name of addictions specialist)*.

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4. The Employee will provide Dr. (*name of addictions specialist*) with a copy of this Return to Work Agreement.
5. The Employee agrees to be monitored for compliance with the relapse prevention agreement by (*name of monitor*). The Employee agrees to provide his/her consent to (*name of monitor*) to immediately report to the Director of Human Resources any positive laboratory screen results or other evidence of a relapse.
6. At the Employer's request upon reasonable suspicion of a relapse, the Employee will submit a urine sample and/or blood specimen within 24 hours for a drug screening test and a report of compliance or non-compliance will be forwarded by (*name of monitor*) to the Director of Human Resources and Dr. (*name of addictions specialist*).
7. The Employee:
  - a. Will arrange for regular meetings with the manager (or delegate\*) at his/her place of employment (delegate may not be an included member\*) (Reports will be submitted to the appropriate regulatory body, if applicable, every three (3) months by the manager (or delegate). A copy of the report will be provided to the Employee);
  - b. Gives consent to the Director of Human Resources to report to the Employee's manager compliance or gross non-compliance with his/her Return to Work Agreement.
  - c. Agrees to participate and comply with the conditions and undertakings of the professional regulatory body, where applicable;
  - d. Provides the professional regulatory body, with a copy of this agreement, where applicable;
  - e. Provides professional regulatory body with authorization through a signed copy of this agreement that permits it to immediately contact the Employer (Director of Human Resources) if the Employee has breached any of his/her undertakings agreement with the professional regulatory body.
8. The Employee, in case of relapse, will immediately inform his/her manager and apply for a sick leave, report the relapse to Dr. (*name of addictions specialist*) and not return to work without the approval of Dr. (*name of addictions specialist*).
9. The Employee will return to work in accordance with the recommendation of Dr. (*name of addictions specialist*) in his/her letter dated (*date*).
10. The Employee will start the return to work plan following the guidelines advised by Dr. (*name of addictions specialist*)  
(Insert schedule as agreed upon by the manager, union and employee)  
**SAMPLE:**
  - a. Week 1 4 hours X 4 days
  - b. Week 2 7.2 hours X 2 days
  - c. Week 3 7.2 hours X 1 day; 12 hours X 1 day
  - d. Week 4 12 hours X 2 days
  - e. Week 5 12 hours X 3 days
  - f. Week 6 commences regular rotation of 12 hours per day

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11. The term of this Return to Work Agreement is two (2) years from the date of execution (or the date that corresponds with the relapse prevention agreement as prescribed by Dr. (name of addictions specialist). If the Employee is absent from work for longer than one month during this time the period of absence will be added to the term of this Agreement.  
Any breach of this Agreement may be constituted by the Employer as grounds for discipline or termination.
12. All references to Dr. (name of addictions specialist) in this Agreement can be varied to insert another physician's name that is approved by the Employer.
13. All references to (name of monitor) in this Agreement can be varied to insert another monitor's name that is approved by the Employer.
14. Following the expiration of the term of this Agreement, it will be removed from the Employee's personnel file. Please note – the Agreement becomes part of the permanent Employee Health record in Workplace Health.
15. The contents of this Agreement are mutually agreed upon and may be modified only by the agreement of the parties.

Signed and dated on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Employee (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Manager (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Director of Human Resources (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Union Representative (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Union (please print)