



Administrative Procedure 5005

Addictions Abuse

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#), [14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

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The Brandon School Division believes that most human problems can be dealt with successfully provided that they are identified during the early stages and that referral is made to a helping resource. The Division, therefore, promotes an attitude of assistance and support towards solving addictions and abuse-related problems encountered by employees. It must be recognized that successful resolution depends to a large degree on the employee's personal motivation and co-operation.

The Division intends that this administrative procedure will encourage staff to take early advantage of the available resources on a voluntary basis. However, the Division's first commitment is to the education of the students and therefore, when performance is adversely affected, mandatory referral would be the alternative to dismissal.

It is incumbent upon Supervisors to be vigilant and to provide for appropriate intervention and follow-up.

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.

Definitions

- **Representative** – means either local association or CUPE representatives.
- **Supervisor** – means either a Supervisor, a School Leader or a member of the Office of the Superintendent and/or Office of the Secretary-Treasurer.

Interview One: 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 problem 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 problem.

The Division believes addictions and substance abuse to be an illness and that they should be treated as such. Accumulated sick leave benefits available to employees should apply when possible.

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

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

Interview Two: Formal

This interview will be conducted by the Supervisor, with a representative present where applicable. 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 no 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 available helping resources.

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

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

Interview Three: Mandatory Referral (as an option to dismissal)

In addition to those previously involved in the meetings, it is mandatory that the Superintendent/CEO or designate and/or 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) 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 Division shall be advised by the doctor of the course of action or treatment to be followed by the employee and shall receive periodic progress reports. The Division should also be advised by the doctor when the treatment has been completed.

When at any stage of the addictions abuse program an employee has resolved the addictions abuse 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 the third interview should then revert the employee to a regular policy or dismissal for failure to perform the job.

Note: Disciplinary action in the case of an individual who refuses to see the resource person or who refuses to follow any course of action or treatment recommended will be an automatic 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 return to work after the suspension, it must be made clear to them that, failing to make any consistent improvement in job performance over a specified period of time, their services will be terminated.