



Fit For Duty Prevention, Assistance, Rehabilitation, & Aftercare

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 2.3

Effective: February 25, 2019 **Replaces:** N/A

Prevention:

This procedure stresses the importance of potential problem situations. The City will make information available on health and safety hazards, recognizing potential performance problems, and the process to access assistance. Employees are encouraged to access assistance through the Employee and Family Assistance program, their personal physician, their manager, or appropriate community resources for dealing with drug or alcohol problems that may affect work performance. Any employee not covered by the City benefit plan should seek assistance through other community resources.

Assessment/Rehabilitation:

The City recognizes that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency or emerging alcohol or drug problem are expected to seek advice and follow appropriate treatment promptly before job performance is affected or violations of this policy occur.

Performance Management:

The normal process of job performance monitoring will continue to be emphasized. Through this process, individuals with apparent performance problems will be reminded that they should access assistance should a personal problem be affecting their job performance.

Performance or disciplinary, problems will continue to be dealt with by the City, in accordance with any applicable collective agreement, during the course of a treatment program. Discipline may still be imposed for actions or omissions which merit discipline even if the employee is engaged in a treatment program.

Requests for Assistance:

Employees who specifically request help with an alcohol or drug problem, prior to a policy or procedure violation will be referred to a substance abuse professional for an assessment and will be supported through a treatment and aftercare program consistent with the assessor's recommendations and the applicable benefit coverage. Employees who seek or request help may be required, by the City, to complete a Return to Work agreement outlining treatment programs and the employee's conditions of returning to work.

Responsibilities:

Employees should understand that accessing assistance or declaring a problem does not eliminate the requirement for maintenance of satisfactory performance levels. Corrective action or testing cannot be avoided by a request for assistance with a problem or by disclosure that the individual is already involved in a treatment program.

Aftercare and Return to Work:

All employees who complete primary treatment for alcohol or drug problems as a result of a performance related referral or request for assistance from the City will be required to participate in an aftercare program when returning to duty in order to help maintain recovery. They will be expected to adhere to the conditions governing their job and the consequences for failing to meet those conditions.

Employees who are treated for a drug or alcohol dependency will be required to meet certain conditions in order to return to duty. These conditions, which will be outlined in a Return to Work Agreement, will be signed by the employee, the City, and any relevant union prior to the employee's return to work.

Confidentiality:

Confidentiality will be maintained as necessary. The City notes that confidentiality cannot be guaranteed, or fully maintained, in each case as information will need to be collected, used, and disclosed to enable each employee's treatment plan, and to set up and facilitate the employee's return to work. The City will maintain confidentiality where it is reasonable to do so and where the confidentiality does not interfere with the employee's treatment or the employee's return to work.