

County of Elgin

Section: **8**

Human Resources Policy Manual

Subject: **Alcohol/Drug Addiction**

Code - **A**

Date Approved: **Oct. 1/87**

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Date Last Revision:

The County considers alcohol/drug addiction to be an illness, which can be treated with the co-operation of everyone concerned. Accordingly, the policy regarding employees whose behaviour and work performance indicate alcohol/drug addiction is:

- ◆ Initial discussions of performance will follow the Warning Procedure set out in Section 11, with the Department Head indicating the County's policy regarding addiction.
- ◆ If alcohol/drug addiction is acknowledged, the Department Head will work with the employee's doctor and other concerned parties to arrange treatment. Payment for such treatment will be made through the County's benefit plans, if possible. This policy applies only to employees who have completed their probationary period.
- ◆ Periods absent for treatment under this section will be charged against the County's short-term sick pay plan.

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On return to work after treatment, the employee will be placed in his/her previous position and given full support in the performance of his/her duties. If, however, the behaviour resumes, he/she will be terminated for cause. The employee will be told this on return to work.

The purpose of this policy is to provide a realistic rehabilitation program for the employee. Such a program must include assumption by the employee of responsibility for his/her own actions.