

APPENDIX A: Employee Fitness for Duty Assessment Guidelines

When you become aware of concerns with respect to an employee not being fit for duty at work, follow the steps outlined below.

1. The supervisor will consult privately with the employee to determine the cause of the observation, including whether substance use has occurred. They will outline the observations noted to the employee and ask them to provide an explanation. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits impaired behaviour, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees, students or visitors to the workplace.



2. Contact the Superintendent of Human Resources or designate to consult on other possible next steps.



3. If an employee is considered impaired and deemed not fit for duty, this decision is made based on the best judgment of the supervisor in consultation with the Superintendent of Human Resources or designate.



4. An employee deemed not fit for duty will not be allowed to drive. The employee will be advised that the supervisor has arranged for transportation to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a supervisor or another employee if necessary.



5. The employee will be advised if they choose to refuse the transportation organized by the supervisor and make the decision to drive their personal vehicle, the Board is obligated to and will contact the police to make them aware of the situation.



6. After the supervisor has arranged the transportation, the supervisor will complete the Fit for Duty Assessment Checklist. Make notes about the interactions and forward both documents to the Superintendent of Human Resources or designate.



7. A meeting will be scheduled by Human Resources as soon as is possible to review the incident and determine a course of action. An employee may be required to attend this meeting before a return to work is permitted.



Employee Name:	
Date & Time of Supervisor-Employee Consultation Meeting:	
Reason for Meeting (concern was observed by supervisor / coworker's report of concern):	

Complete the following assessment, based on your direct observations of the employee's physical characteristics and behaviours: (Check YES or NO)

Observation	YES	NO	Observation	YES	NO
Drug or alcohol use on the job witnessed directly			Smell of alcohol or cannabis on employee		
Glassy eyes			Unusually excited / hyperactive		
Flushed/sweaty face or neck			Visible anxiety		
Visibly drowsy or falling asleep			Uncontrolled crying		
Markedly slow reactions			Disoriented / spaced out / confused		
Unusual lack of coordination			Trembling or shaking hands		
Unsteady gait			Disheveled appearance		
Slurred speech			Sudden mood swings		
Direct or indirect threats made to themselves or others			Uncharacteristically inappropriate remarks or actions		

Based on this assessment, is the above-named employee deemed Fit for Duty? YES or NO (circle one)
If "NO" immediately notify the Superintendent of Human Resources or designate for next steps.

Name of Human Resources Staff contacted:	
Was transportation arranged for the employee? (circle) YES NO	Was transportation accepted by the employee? (circle) YES NO
Were the police contacted? (circle) YES NO	If YES, provide relevant details (ie. officer name; badge number; incident number, etc.)

Supervisor Name (please print): _____

Supervisor Signature: _____