

## Background

Pembina Hills School Division is committed to ensuring the health, safety and wellness of its employees, students and community. Employees have the responsibility to report to work prepared for their position duties and to perform their tasks productively and safely, and to remain so throughout the entire work day or shift. The use of drugs, including illicit drugs, the inappropriate use of legalized drugs, the use of alcohol or the improper use of prescribed or non-prescribed medications can have serious adverse effects on the workplace and ultimately on our students, parents, and colleagues.

## Definitions

**Alcohol** – any intoxicating agent in beverage alcohol, ethyl alcohol or any other low molecular weight alcohol.

**Drugs** – any substance, whether illicit, restricted or medication, which the use of has the potential to cause impairment of one's mental faculties and/or physical performance.

- a) Illicit drug – any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is prohibited by law. (i.e.) street drugs such as heroin
- b) Restricted drug – any drug or substance capable of causing intoxication or impairment which is legally obtainable for recreational use (i.e.) cannabis
- c) Medication – any drug or substance obtained legally by an employee for medical purposes, including but not limited to those that have been prescribed or authorized (including medical marijuana), or that the employee obtained over-the-counter or without prescription.

**Impairment** – the inability to perform essential job functions and interact safely and effectively with others.

## Responsibilities

*Employees will:*

- Report to scheduled work shifts prepared for their position duties and to perform their tasks productively and safely, and remain so throughout the entire work day.
- Not report to work for scheduled work shifts while under the influence of alcohol, illicit drugs, or restricted drugs or while under the influence of a medication that may cause impairment.
- Decline requests to work at unscheduled times if the employee is under the influence of drugs or alcohol at that time.
- Advise their supervisor or the Assistant Superintendent of Human Resources if the employee is unable to comply with this administrative procedure as a result of a drug or alcohol dependency and the Division will determine whether accommodation is required.
- Disclose to their supervisor or the Assistant Superintendent of Human Resources if the employee is taking a medication which may cause impairment or otherwise affect the

employee's ability to perform their duties and the Division will determine whether accommodation is required.

- Advise their supervisor as soon as possible if the employee suspects that a colleague may be impaired or under the influence of drugs or alcohol while at work.
- Cooperate with any investigation or accommodation process initiated as result of this administrative procedure.
- Read, understand and abide by this administrative procedure, as well as the responsibilities defined within it.

*The Division will:*

- Identify, assess, and take appropriate steps to ensure the safety and well-being of its employees and students.
- Provide reasonable accommodation to the point of undue hardship to employees who disclose a drug or alcohol dependency or the use of medication which may impair the employee's ability to perform their job duties.
- Determine and provide appropriate training for supervisors and employees with respect to this administrative procedure.
- Refer employees who seek assistance due to a drug or alcohol dependency to appropriate supports and resources, while maintaining confidentiality;
- Take appropriate steps to implement the requirements and investigate violations or potential violations of this administrative procedure.

## **Procedures**

### **A. Treatment and Accommodation**

1. The Division strongly encourages employees who may have a drug or alcohol dependency to seek treatment.
2. The Division has an Employee and Family Assistance Program (EFAP) which is designed to help employees with a variety of personal problems, including drug or alcohol dependency ([AP 40-37 Employee and Family Assistance Program](#)). In addition, a physician or other health care professional may be consulted for treatment.
3. The Division recognizes its responsibility to accommodate employees to the point of undue hardship where an employee has a physical or mental disability – which includes an addiction or drug or alcohol dependency or the use of medication which may impair the employee's ability to perform their job duties – that is supported by appropriate medical information.
4. The Division has the right to require the employee to provide reasonable and sufficient medical information to support a request by the employee for accommodation as a result of a physical or mental disability, including drug or alcohol dependency or the use of medication which may impair the employee's ability to perform their job duties.
5. The Division will not discipline an employee for disclosing a drug or alcohol dependency, the use of medication which may impair the employee's ability to perform their job duties, or the need for accommodation. However, depending on the circumstances, disclosure may not shield the employee from discipline as a result of a prior breach of this administrative procedure.
6. As part of the accommodation process, conditions may be placed on the employee's return to work or assignment of job duties. Examples of conditions may include:
  - Requirement to continue treatment, counseling and assistance programs or procedures recommended by the employee's advising physician or addiction counselor.

- Requirement to provide written medical confirmation that the employee has any condition under control and is able to safely return to the workplace without danger to the employee or others.
- Requirement to provide regular updates from the employee's physician or addiction counselor confirming that the employee continues to follow recommended treatment programs.

## **B. Prohibitions**

1. While at work, on school premises, during work hours or at any Division or school sponsored events, including during meal periods and breaks (paid or unpaid), employees may not possess, distribute, sell, use, consume or be impaired by illicit drugs, restricted drugs, alcohol, or other intoxicants, unless authorized by the Division in accordance with AP 30-10 Host Liquor Liability Insurance for Staff Social Events. While at work, on school premises, during work hours or at any Division or school sponsored events, including meal periods and breaks (paid or unpaid) employees shall not use or consume medication that may cause impairment unless the employee has disclosed to the Division that the employee is taking medication which may cause impairment and the Division has determined that accommodation is required.
2. An employee shall not consume or be impaired by alcohol, illicit drugs, restricted drugs, medication that may cause impairment or other intoxicants while operating, in care and control of, or responsible for any Division-owned vehicle or equipment, or while using the employee's personal vehicle for Division-related purposes.
3. If an employee is called back after scheduled working hours to perform work-related duties and has been consuming alcohol, illicit drugs, restricted drugs, medication that may cause impairment or other intoxicants, it is the employee's responsibility to refuse the work and inform the supervisor of the circumstances immediately. The supervisor will subsequently find another employee to complete the required task.
4. Employees who are unable to perform their duties due to the after-effects of alcohol, illicit drugs, restricted drugs, medication or other intoxicants, shall immediately report such to their supervisor and shall not attend work while suffering such after-effects.
5. When obtaining prescription medication, bus drivers shall inform their physician or pharmacist that they operate a school bus and hold a class 2 drivers license.

## **C. Discipline**

1. The Division has a zero tolerance for deviation from the terms of this administrative procedure. Any deviation will result in disciplinary action, up to and including termination. The appropriate level of discipline in a particular case will depend upon the nature of the breach and the circumstances of the situation.

## **Reference**

[AP 30-10 Host Liquor Liability Insurance for Staff Social Events](#)  
[AP 40-37 Employee and Family Assistance Program](#)