Drugs, Alcohol and Medication

Administrative Procedure 2.A.095
Board Governance Policy Cross Reference: 1, 2, 3, 16, 17
Legal Reference: Safe Schools Charter
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I. Administrative Procedure Statement

The School District of Mystery Lake is committed to promoting the health, safety and wellness of its employees, contractors and the public. The district recognizes and accepts the responsibility to provide employees and students with a safe, healthy and productive environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely (i.e., mentally and physically fit to perform assigned tasks). Impairment from drugs, whether legal or illegal, alcohol and medications can have serious adverse impact on the workplace. The district has established this administrative procedure in order to balance our respect for individuals with the need to maintain an impairment-free work environment.

II. Application

The present administrative procedure applies to all employees, contractors and subcontractors.

III. Responsibilities

All employees share responsibility for maintaining a safe and productive alcohol and drug free workplace.

All employees are required to perform their job safely and in strict compliance with all applicable rules, policies and procedures. In addition, every employee is required to:

- Read, understand and fully comply with this administrative procedure. Any questions on policy details, interpretation or implementation are to be referred to The Superintendent of Human Resources and Policy.
- Report for work *Fit for Duty* and remain *Fit for Duty* while on district business;

- Immediately advise their supervisor of any worker suspected to be not *Fit for Duty;*
- Take appropriate action to minimize any safety risk and advise his/her supervisor accordingly;

It is the Manager and/or Supervisor's responsibility to:

- Observe worker performance and document any negative changes or problems;
- Not to transfer any worker responsibility including control of any machinery, equipment or vehicle to a worker suspected to be not Fit for Duty;
- Guide employees who seek assistance for a personal problem to the appropriate resource/department (i.e. Human Resources, Employee Assistance Program) while maintaining confidentiality;

IV. District Standards

To minimize the risk of unsafe performance due to impairment from alcohol, prescription or over-the counter medication, or other drugs, and substances whether legal or illegal, all employees are required to adhere to the following standards.

A. Alcohol

The following are strictly prohibited while on District property, operating a District vehicle or equipment, during working hours, at District sponsored events, and whenever a worker is representing the District or conducting District business:

- Reporting for duty or remaining on duty while being under the influence of alcohol
- Consuming Alcohol during the work day including meals or other breaks
- Possessing, distributing, offering or selling alcoholic beverages

On an exceptional basis for District-sponsored social events, alcohol may be served on District premises or outside of the District premises with the explicit approval of the Board of Trustees (eg.TTA/SDML wine and cheese). Employees who are permitted to consume Alcohol on such occasions are required to exercise moderation and good judgment, and to avoid operating a motor vehicle with a blood alcohol level above the legal standard.

B. Medications

All employees are expected to use prescribed and over-the-counter medications responsibly. The intentional misuse of medications (for example, using the medication other than as prescribed, using someone else's prescribed medication, or combining medication and alcohol against direction) while on District property, operating a District vehicle or equipment, during working hours, at District sponsored events, and whenever a worker is representing the District or conducting District business, is prohibited.

Furthermore, employees are required to investigate through their doctor or pharmacist whether a medication can affect safe operation and take appropriate steps to minimize associated risk and to advise their manager or supervisor accordingly.

C. Drugs and other Substances

The following are strictly prohibited while on District property, operating a District vehicle or equipment, during working hours, at District sponsored events, and whenever a worker is representing the District or conducting District business:

- Reporting for duty or remaining on duty while being under the influence of any drugs, whether legal (eg. marijuana) or illegal;
- Consuming legal or illegal drugs during the work day including meals or other breaks;
- Possessing, distributing, offering or selling drugs, whether legal or illegal;

Employees who are on-call are expected to be fit for work in compliance with these standards. If an unexpected situation arises where a worker is requested to perform unscheduled services and is unable to report to work due to impairment from alcohol, medication or illegal drugs, the worker must decline the call or request.

D. Professional Assistance

Any worker who is unable to comply with the Alcohol and Drug policy or thinks he presents signs of an addiction to Alcohol, Drugs, whether legal or illegal, or medication should seek assistance from a representative in the human resource department, their supervisor or manager or the Employee Assistance Program (EAP) which may be accessed by contacting you Union representative.

V. Prevention and Investigation Procedures

A. Investigation

The District will conduct an investigation into any suspected or confirmed violation of this policy. A worker may be held out of service with or without pay, depending on the circumstances, while the investigation is being conducted.

The District reserves the right to investigate any situation where there are reasonable grounds to believe that alcohol or illegal drugs are present on District premises or that other misconduct has occurred.

VI. Violations

The District may discipline or terminate the employment of a worker who fails to comply with the drug and alcohol administrative procedure. The appropriate consequences depends on the facts of the case, including the nature of the violation, the existence of prior violations, the response to prior corrective assistance programs, and the seriousness of the violation and applicable laws.

VII. Definitions

Alcohol - means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight Alcohols including methyl and isopropyl. It includes but is not limited to beer, wine and distilled spirits.

District Business – refers to all business activities undertaken by employees in the course of performing duties, whether conducted on or off District premises.

District Premises – includes but is not necessarily restricted to all land, facilities, mobile equipment and vehicles owned, leased, or otherwise directly controlled by the District.

Drug – means any substance which may, depending on the context, include alcohol, legal drugs, illegal drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For the purposes of this administrative procedure, drugs of concern are those that inhibit a worker's ability to perform his or her job safely.

Worker - any person engaged in work at the workplace.

Employee Assistance Programs or EAP - external services designated by the district to help employees who are experiencing personal problems such as alcohol and drug abuse.

Fit for Duty - means that a worker is able to safely perform assigned duties without any limitations resulting from, but not limited to: the use or after-effects of illegal drugs, alcohol, and/or medications.

Medication – refers to a drug obtained legally, either over-the-counter or through a doctor's prescription.

Reasonable Grounds - includes objective information established by observations of a Worker's conduct or other indicators such as physical appearance, attendance record, circumstances surrounding accidents or near misses in the workplace, presence of alcohol, drugs and drug paraphernalia in the vicinity of the worker or an area where the worker works.