

STAFF MEMBER SUBSTANCE USE

Background

The Division has an educational and societal responsibility to prohibit the employee use or possession of alcohol and drugs at all buildings and property owned by the Division. The Division is also committed to the health and safety of its employees, students, environment, and the public. The use of drugs and alcohol can create unacceptable safety risks to everyone at the workplace.

Employees have the right to work and students have the right to be educated in an environment free of substance abuse and with persons free from the effects of drugs or alcohol. Drugs and alcohol are hazards to the school environment and to the credibility and reputation of the Division.

Procedures

1. Use of alcohol and other drugs is prohibited
 - 1.1. At work, while on school premises or at school sponsored events, including during breaks which may be paid or unpaid, Employees shall not:
 - 1.1.1. Be under the influence, consume, possess, distribute, offer for sale, or sell alcohol, cannabis, illegal drugs, illegal drug paraphernalia, prescribed drugs for which the employee does not have a prescription or prescribed drugs which may cause impairment; and,
 - 1.1.2. Have a strong odour on their person of alcohol or cannabis.
 - 1.2. Employees are expected to demonstrate reasonable and responsible use of alcohol or cannabis at Division-sponsored social gatherings or events, hosted by other organizations when the employee is representing the school division.
 - 1.3. Use of alcohol, tobacco or drugs on school property is strictly prohibited at all times.
 - 1.4. Such prohibitions do not apply to a prescription drug where:
 - 1.4.1. Such drug is being used for its intended purpose as currently prescribed for the person possessing it;
 - 1.4.2. The use of such drug doesn't adversely affect judgment, coordination or other senses or the ability to perform work in a safe and productive manner; and,
 - 1.4.3. An accommodation plan is on record with your supervisor as outlined in Section 3.

- 1.5. The Division reserves the right to request a physician's statement confirming that the use of such drugs has been prescribed and that the use of such drug will not adversely affect the performance of the staff member or the safety of students and/or other staff members.
2. Consequences for Breach
 - 2.1. Safety Considerations
 - 2.1.1. Employees who report to work under the influence or are determined to be under the influence while at work will be sent home via safe transportation with further follow-up required.
 - 2.2. Responsibility of Employee
 - 2.2.1. Employee found guilty of driving while under the influence of alcohol or performance inhibiting drugs while on school division business shall be responsible for all related costs.
 - 2.2.2. Employees are encouraged to notify their supervisor, Director or designate if they have a Substance Use Disorder to ensure their rights are protected and are able to be accommodated accordingly.
3. Use of Prescribed Drugs at Work for Accommodation Purposes
 - 3.1. Every employee shall immediately disclose to their supervisor if they have been prescribed the use of any prescription drug which may have the potential to cause impairment.
 - 3.2. Possession or use of prescription drugs that may cause impairment may be allowed if required to accommodate an employee with a disability as defined by the *Saskatchewan Human Rights Code*.
 - 3.3. In order to determine if an accommodation is required the employee shall provide to the supervisor a medical report from the Employee's doctor setting out:
 - 3.3.1. the restrictions with respect to the employee's job description which cause a limitation and require the use of the prescription medication during work hours;
 - 3.3.2. the details of the prescription including the following:
 - 3.3.2.1. whether or not the prescription drug must be taken during working hours or so close before working hours that impairment would be present during working hours;
 - 3.3.2.2. the name and dosage of the prescription drug that must be taken during working hours;
 - 3.3.2.3. the specific method by which the prescription drug will be administered, ex; oral, injection, smoking or vaping;

- 3.3.2.4. the length of time after taking the prescription drug that impairment may persist; and,
 - 3.3.2.5. the expected duration the prescription drug will need to be taken by the Employee.
 - 3.4. Upon receiving the required medical information from the employee, the supervisor in consultation with Human Resources shall determine what, if any accommodation is required.
 - 3.5. As part of an accommodation plan, the Director or designate will set out the requirements for the possession, use and storage, and security of the prescription drug and any associated equipment while on school property.
 - 3.6. Any prescribed drug allowed as part of an accommodation plan must be used solely for the intended purpose as currently prescribed by the Employee's physician and must be used solely by the Employee for whom it has been prescribed.
 - 3.7. The employee must provide updates to the supervisor in the event of any changes to the medical information.

4. Dealing with a Substance Use Disorder

- 4.1. Employees suffering from an alcohol or drug addiction are strongly encouraged to seek medical treatment and rehabilitation.
 - 4.1.1. Employees are encouraged to utilize Member Family Assistance Programs or community programs before the problem interferes with job performance.
 - 4.1.2. The job security or promotion of an employee will not be jeopardized by requesting counselling however, the employee is expected to perform all required duties in a competent manner.
- 4.2. Any employee who is addicted to alcohol or drugs, whether prescription or non-prescription, shall immediately inform the Director or designate if there is any possibility that their addiction may have an impact on the workplace or their employment.
 - 4.2.1. The employee is not required to provide the Director or designate with a diagnosis but shall provide to the Director or designate a medical report indicating any medical restrictions that may exist.
 - 4.2.2. The responsibility for correcting unsatisfactory job performance or behavior resulting from alcohol or drugs remains with the employee.
- 4.3. Employees may be granted a leave of absence as part of an accommodation plan to participate in a drug or alcohol addiction rehabilitation program with proof of enrolment or a medical report from the employee's doctor.

- 4.3.1. The leave of absence shall be taken as sick leave to the extent that the employee has sick leave available, and the remaining time required for the leave shall be unpaid sick leave.

Definitions:

For the purposes of this administrative procedure the following definitions shall apply:

1. Alcohol: ethanol especially when considered as the intoxicating agent in fermented and distilled liquors.
2. Drugs: Substances, including Alcohol, Cannabis, illegal drugs and prescribed medications. The use of which have the potential to change or adversely affect a person's physiological and/or psychological station and/or potentially inhibit a person's ability to perform their job safely and productively.

Addiction: is defined as a compulsive substance use despite harmful consequence; intense focus on using a certain substance such as alcohol or drugs to the point that it takes over a person's life. People who are addicted keep using alcohol or a drug even though they know it will cause problems. Addiction is a disability and must be diagnosed by a medical professional.

Under the influence: is defined as: the inability to perform essential job functions and interact safely and effectively with others.

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