

Administrative Procedures

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| AP-514 MEDICAL CANNABIS AND OTHER PRESCRIBED MEDICATION USE | Date of implementation: October 1, 2018 Date of update: May 22, 2025 Date of review: May 22, 2025 |
| | Related Administrative Procedures: |

Purpose: The employees of Prairie Spirit School Division are our most valuable resource and, for that reason, their health and safety is of paramount concern. Medical cannabis will be treated the same as all other regularly prescribed medication. The Division has the same expectations from employees and Trustees who use medical cannabis as who use all other types of medication and will accommodate individuals up to the point of undue hardship. The term “use” is understood to include consumption.

1) Expectations

- a) Employees may only use medical cannabis if they are in possession of a license from a physician that has been submitted in the employee’s name.
- b) If an employee is required to use medical cannabis while at work, they must inform their supervisor and Human Resources. An employee is not required to disclose their specific medical diagnosis; however, they are required to provide a note from their doctor and a copy of the possession license.
- c) All information provided in regard to medical cannabis use is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.
- d) Employees who have a medical condition that requires additional accommodation can discuss their cannabis use schedule in the context of the general accommodation plan with the Division and their primary care physician(s).
- e) The employee's service provider may be required to work with the Division to provide direction and support for the use of medical cannabis.
- f) The Division will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable.
- g) In the event that medical cannabis or other prescribed medication is deemed to pose a significant or potential hazard to students, the employee and/or other employees, the Division will attempt to find alternative work for the employee, up to the point of undue hardship.
- h) Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis and other prescribed medication.

2) Use of Medical Cannabis While at Work

- a) In the event that an employee is taking medical cannabis during regular working hours, they are expected to use it in moderation, only at the recommended level of dosage and the applicable frequency of the doses.
- b) The Division asks that, where possible, employees who require medical cannabis use a method of ingestion other than smoking.
- c) Employees who are required to smoke medical cannabis must abide by all provincial and Division smoking regulations.
- d) Employees who are required to smoke medical cannabis are not permitted to smoke in the presence of other employees or students.
- e) The Division will determine an appropriate smoking area for the employee, with the goal of maintaining the confidentiality of the employee's medical situation.

3) Management is required to:

- a) Treat employees who use medical cannabis the same as all other employees using prescription medication.
- b) Provide accommodation up to the point of undue hardship.
- c) Be aware of the effects of cannabis or other prescribed medication use and ensure employees are not placed in any safety sensitive situations.
- d) Assess the effects of the use of cannabis on an employee's performance on the job.
- e) Ensure that the use of medical cannabis or other prescribed medication does not adversely affect the safety of the employee and/or their co-workers.
- f) Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so.
- g) Respond to any employee queries regarding the use of medical cannabis or other prescribed medication, while maintaining the privacy of an employee's specific situation at all times.

4) Employees are required to:

- a) Disclose their medical cannabis or other prescribed medication use to management if it will impact their ability to arrive and remain fit for duty.
- b) Work with the Division to develop accommodation plans that are mutually agreeable.
- c) Follow the agreed upon accommodation plan and the guidelines of this policy.
- d) Never share their medication with any other employee, even those who may have a similar prescription.

- e) Maintain ongoing communication with management regarding the effects of cannabis or other prescribed medication on their ability to perform their job duties.
- f) Never participate in activities which could cause a safety risk such as driving while under the influence of cannabis or other prescribed medication.