



## Administrative Procedures

<b>AP-514</b>  <b>MEDICAL MARIJUANA AND OTHER PRESCRIBED MEDICATION USE</b>	<b>Date of implementation:</b> October 1, 2018 <b>Date of update:</b>
	<b>Related Administrative Procedures:</b>

**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 marijuana will be treated the same as all other regularly prescribed medication. The Division has the same expectations from employees who use medical marijuana as who use all other types of medication and will accommodate individuals up to the point of undue hardship.

### 1) Expectations

- a) Employees may only use medical marijuana with a license in their names from a physician.
- b) If an employee is required to use medical marijuana 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 marijuana 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 which requires additional accommodation can discuss their marijuana use schedule in the context of the general accommodation plan with Prairie Spirit School Division and their primary care physicians.
- e) Employee's service provider may be required to work with the school division to provide direction and support for the use of medical marijuana.
- f) Prairie Spirit School 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 marijuana or other prescribed medication is deemed to pose a significant or potential hazard to students, the employee and/or other employees, Prairie Spirit School 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 marijuana and other prescribed medication.

## 2) Use of Medical Marijuana While at Work

- a) In the event that an employee is taking medical marijuana 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) Prairie Spirit School Division asks that, where possible, employees who require medical marijuana use a method of ingestion other than smoking.
- c) Employees who are required to smoke medical marijuana must abide by all provincial and division smoking regulations.
- d) Employees who are required to smoke medical marijuana are not permitted to smoke in the presence of other employees or students.
- e) Prairie Spirit School 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 marijuana 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 marijuana or other prescribed medication use and ensure employees are not placed in any safety sensitive situations.
- d) Assess the effects of the use of marijuana on an employee's performance on the job.
- e) Ensure that the use of medical marijuana or other prescribed medication does not adversely affect the safety of the employee and/or his/her 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 marijuana 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 marijuana or other prescribed medication use to management if it will impact their ability to arrive and remain fit for duty.
- b) Work with Prairie Spirit School 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 marijuana 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 marijuana or other prescribed medication.