



## Administrative Procedures

<b>AP-515</b>	<b>Date of implementation:</b> Fall 2018
	<b>Date of update:</b> June 22, 2026
FITNESS FOR DUTY	<b>Related Administrative Procedures:</b>
	<a href="#">AP-514 Medical Cannabis and Other Prescribed Medication Use</a>

**Purpose:** To support the Division’s commitment to maintaining a safe, productive, drug and alcohol-free work environment by ensuring all employees are fit to effectively and safely carry out their duties. Employees under the influence of drugs, alcohol and/or other substances on the job can pose serious health and safety risks to themselves, their co-workers, and students.

Employees who fail to report to work fit for duty or engage in the misuse of drugs, alcohol, other substances and medication create a real and present danger to themselves, other Prairie Spirit School Division (PSSD) employees, students, and the public especially when they are working in a demanding or safety sensitive position or function. This is particularly true given that PSSD employees are often entrusted with the care of children.

**Preamble:** To help ensure a safe and healthy workplace, the Division has a responsibility to prohibit the use, purchase, possession, or sale of drugs, alcohol, and/or other substances at all buildings and property owned by the Division. Prairie Spirit School Division is also committed to the health and safety of its employees, students, environment, and the public. The use of drugs, alcohol and/or other substances at the workplace or Division events or attending at work events while not fit for duty can create unacceptable safety risks to everyone at the workplace and the public at large.

Employees have the right to work, and students have the right to be educated in a safe environment. Drugs, alcohol and/or other substances are hazards to the school and overall environment and the credibility and reputation of the school division.

**Definitions:**

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

**Alcohol:** a liquor or brew containing alcohol as the active agent.

**Drug:** for the purposes of this policy, a drug refers to any substance the use of which may compromise or adversely affect the user’s thoughts, actions, coordination and/or concentration level. This includes illicit drugs, medications (prescription or otherwise) and any other substance which may render the employee unable to safely perform their job.

**Employee:** means all regular full-time, contract, seasonal, part-time, casual, and temporary employees of Prairie Spirit School Division.

**Fit for duty:** means that an individual is in a physical, mental, and emotional state which enables the employee to perform essential job functions in a manner which does not threaten the safety or health of the employee, co-workers, students, property, or the public at large.

**Illicit drug:** any drug or substance which is not legally obtainable, and its use, sale, possession or transfer is restricted by law. This also includes prescription drugs not prescribed for that person.

**Medication:** refers to both prescription and non-prescription substances primarily intended for medicinal purposes.

**Other substances:** any substance which when misused or abused inhibits an individual's ability to perform their job safely and productively and includes, but is not limited to, alcohol, drugs, over the counter remedies, glues, propellants, gasoline, mouthwash, after-shave, solvents and aerosols.

**Reasonable grounds:** any information that would lead one to reasonably believe that an individual was under the influence of drugs, alcohol and/or other substances, or that an individual had possession of drugs, alcohol and/or other substances in violation of this policy. This includes direct observation of drug or alcohol possession or use, irrational or unusual behaviour, or an apparent unfit condition (based on specific, contemporaneous, clear observations concerning the individual's appearance, behaviour, speech or body odour) which would reasonably lead one to believe that the individual may be under the influence of a drug.

**Safety sensitive position:** a position in which job performance requires the employee to be alert, physically coordinated and exercising good judgement; where impaired job performance could affect the health, safety or security of the employee, other persons, property or the environment. Such positions include work tasks such as (but not limited to): monitoring hazardous environments; having responsibility of life/death or the potential for serious harm to any person; having responsibility for particularly vulnerable persons; vehicle operation; working alone, etc.

**Procedures:**

- 1) During the workday or work schedule, while on Division premises or at Division-sponsored events, including during breaks which may be paid or unpaid, employees shall not:
  - a) Use, consume, possess, distribute, offer for sale, be impaired, or be under the influence of drugs, alcohol and/or other substances except as permissible under [AP-514 Medical Cannabis and Other Prescribed Medication Use](#).
  - b) Use, consume, possess, distribute, offer for sale, be impaired, or be under the influence of drugs, alcohol and/or other substances while operating a Prairie Spirit School Division vehicle or their personal vehicle for Division-related purposes.
  - c) Be otherwise not fit for duty due to the use, effect, or after-effects of drugs, alcohol and/or other substances.

## 2) Roles and Responsibilities

- a) The Division will clearly communicate all expectations surrounding use, misuse, and abuse of drugs, alcohol and/or other substances.
- b) Management/Supervisors will:
  - i) Identify any situations, behaviours, or other observations that may be indicative of impairment and/or an employee's ability to safely perform their job functions;
  - ii) Ensure that any employee who discloses a dependency on drugs, alcohol, or other substances is provided with appropriate support (including reasonable accommodation) and is not subject to disciplinary action for their substance dependency and for having made such a disclosure; and
  - iii) Maintain confidentiality and protect employee privacy in regard to information disclosed or obtained. The personal information will be disclosed in as limited a manner as possible:
    - (1) as authorized by the relevant employee;
    - (2) as required by law;
    - (3) where there is a serious and imminent risk that the health or safety of individuals would be jeopardized if the information was not disclosed; or
    - (4) to relevant managerial and/or supervisory employees on a need-to-know basis for the purpose of workplace, employee, and/or public safety.
- c) Employees must:
  - i) Arrive to work fit for duty, free from the effects of any drugs, alcohol, or other substances, and remain fit for duty, free from the effects of any drugs, alcohol, or other substances, throughout their assignment and/or while responsible for students;
  - ii) Comply with all federal and provincial impaired driving laws while operating a Prairie Spirit School Division vehicle, while operating any vehicle for Prairie Spirit School Division business, or while operating any vehicle while reporting for duty;
  - iii) Not use, purchase, possess, transfer, or sell alcohol or drugs while the employee is on duty, or while the employee is in a Prairie Spirit building or on Division property;
  - iv) Communicate to management or supervisor any potential risk, limitation or restriction requiring modification of duties or temporary reassignment for any medication that could potentially impair the employee's ability to be fit for duty under [AP-514 Medical Cannabis and Other Prescribed Medication Use](#) or otherwise;
  - v) Immediately bring to the attention of their management or supervisor any observations of other employees who may be under the influence of drugs, alcohol and/or other substances;

- vi) Communicate dependency, emerging dependency, or concerns about emerging dependency on drugs, alcohol and/or other substances to management where the dependency, emerging dependency, or concerns about emerging dependency has the potential to adversely affect the safety of the workplace, other employees, or members of the public being served by the employee;
- vii) Be free from disciplinary action relating to their dependency or emerging dependency on drugs, alcohol, or other substances where such information is disclosed in compliance with this policy;
- viii) Receive access to a reasonable accommodation where a dependency on drugs, alcohol, or other substances exists and is corroborated with medical evidence from the employee's treating physician;
- ix) Abide by all governing legislation pertaining to the possession and use of drugs, alcohol, and other substances.

### 3) Medical Cannabis

- a) Where an employee uses medical cannabis, they must abide by [AP-514 Medical Cannabis and Other Prescribed Medication Use](#).

### 4) Consequences for Breach

#### a) Safety Considerations

- i) Employees who report to work under the influence of drugs, alcohol and/or other substances, or are determined to be under the influence of drugs, alcohol and/or other substances while at work will be sent home via safe transportation with further follow-up required before they are able to report for work again. This further follow-up may require medical documentation deeming them fit for duty.

#### b) Disciplinary Action

- i) Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment. Where applicable, the Division may also take legal action in accordance with the law.
- ii) An employee may remain subject to discipline where an employee refuses to participate in an accommodation process, and that accommodation process is necessitated for the safety of the employee's return to the workplace.
- iii) Drug and alcohol use can impact the workplace even where it does not involve impairment at work. Off-duty use of drugs, alcohol, or other substances can impact the relationship between the Division and the employee where the employee's conduct results in a loss of license, professional designation, or any qualification which is a requirement of the employee's work. This includes where equipment entrusted to the employee for use outside the workplace is damaged, or where the Division's reputation is damaged. As representatives of the Division, employees are encouraged to be conscious of how their off-

duty conduct might affect or bring about risks to the Division. Any off-duty drug or alcohol use that results in physical or reputational damage to the Division, liability for the Division, or which renders the employee unable to work, may be met with discipline.

c) Responsibility of Employee

- i) An employee found guilty of impaired driving under federal and/or provincial laws while on school division business shall be responsible for all costs incurred by the employee related to the breaches of those laws.