

## Administrative Procedures

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| <b>AP-515</b><br><br>RECREATIONAL SUBSTANCE USE | <b>Date of implementation:</b> Fall 2018   |
|   | <b>Date of update:</b> October 16, 2019  |
|   | <b>Related Administrative Procedures:</b><br><a href="#">AP-514 Medical Cannabis and Other Prescribed Medication Use</a> |

**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. The Division has adopted this policy to communicate its expectations and guidelines surrounding recreational substance use, misuse and abuse. The term “use” is understood to include consumption.

Recreational substances for the purpose of this administrative procedure are defined as “any legal or illegal drug used for recreational purposes including cannabis and alcohol”.

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves, fellow employees, and students. To help ensure a safe and healthy workplace, the Division reserves the right to prohibit certain items and substances from being brought on to or present on Division premises.

### 1) Expectations

The following expectations apply to all staff while conducting work on behalf of the organization, whether on or off Division property:

- a) Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- b) Use, possession, distribution, or sale of recreational drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- c) Employees are prohibited from reporting to work while under the influence of recreational cannabis and any other non-prescribed substances;
- d) Employees on medically approved medication must communicate to management any potential risk, limitation or restriction requiring modification of duties or temporary reassignment; and
- e) Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

### 2) Roles and Responsibilities

The Division will clearly communicate all expectations surrounding recreational substance use, misuse and abuse. To help enforce this policy, management and employees are expected to adhere to the following:

## a) Management will:

- i) Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- ii) 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; and
- iii) Maintain confidentiality and employee privacy unless compelled by law otherwise.

## b) Employees must:

- i) Arrive to work fit for duty, and remain fit for duty throughout their assignment and/or while responsible for students;
- ii) Perform work safely in accordance with division-established safe work practices;
- iii) Avoid the consumption, possession, sale, or distribution of cannabis, other drugs, or alcohol on company property, and during working hours even if off company property;
- iv) When off duty, refuse a request to come into work if unfit for duty;
- v) Report limitations and required modifications because of medically approved cannabis use;
- vi) Report impaired co-workers to their supervisor;
- vii) Seek advice or appropriate treatment, where required;
- viii) Communicate dependency or emerging dependency;
- ix) Follow the after-care program, where established; and
- x) Abide by all governing legislation pertaining to the possession and use of recreational drugs and alcohol.

## 3) Medical Cannabis

Where an employee uses medical cannabis, they must abide by AP-514 Medical Cannabis and Other Prescribed Medication Use.

## 4) Disciplinary Action

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.