

## EMPLOYEE ALCOHOL AND DRUGS

### 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 use of drugs and alcohol can create unacceptable safety risks to everyone at the workplace.

### Definitions

*Alcohol Dependence* is defined as: “The habitual drinking of intoxicating liquor by an employee, whereby the employee’s ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others.”

*Drug dependence* is defined as: “The habitual taking of drugs by an employee other than drugs prescribed by a physician, whereby the employee’s ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others.”

*Possession* is defined as: “When an individual has illegal drugs or alcoholic beverages on his or her person or in her or his control.”

The Division strongly encourages employees who abuse alcohol or use illegal drugs to seek assistance to stop abusing alcohol or using illegal drugs before they have an incident. There is an expectation to report the addiction to their employer. Failure to do so, as set out below, could result in the termination of their employment.

Note: While an individual may legally possess a drug substance, this provision recognizes that it is the Board’s legal right to prohibit or restrict its use on school property or at school-sponsored events

### Procedures

1. In order to minimize the risk of impaired performance, the following are strictly prohibited for all staff members while engaged in assigned duties or while in direct supervision of students, on school premises or at school sponsored events:
  - 1.1 The use, possession, distribution, offering or sale of alcohol, illicit drugs, illicit drug paraphernalia or un-prescribed drugs for which a prescription is legally required in Saskatchewan;
  - 1.2 The presence in the body of alcohol, illicit drugs or un-prescribed drugs for which a prescription is legally required in Saskatchewan;
  - 1.3 Intentional misuse of prescribed medication, over-the counter medications or other substances;
  - 1.4 Being unfit for work due to the after-effects of alcohol, illicit drugs, un-prescribed drugs and/or prescribed drugs for which a prescription is legally required in Saskatchewan or the intentional misuse of medications; and
  - 1.5 Consumption of alcohol during working hours, on or off school premises, including meal times or other personal work breaks, whether or not they are considered to be paid time.

2. Such prohibitions do not apply to a prescription drug where:
  - 2.1 Such drug is being used for its intended purpose as currently prescribed for the person possessing it, and
  - 2.2 The use of such drug doesn't carry any warnings or precautions that may be relevant to the performance of their duties or doesn't affect their safety or the safety of others while working
3. 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.
4. Any employee found in violation of procedure 1 may be subject to disciplinary action, up to and including termination, referral to criminal prosecution, and/or may be referred to an assistance or rehabilitation program at the discretion of the Director.
5. Employees experiencing or who suspect they have a problem with drug or alcohol abuse or dependency are encouraged to seek counselling assistance and report the addiction to their employer.
  - 5.1 No employee will have his/her job security or promotion jeopardized by requesting counselling, however, the employee is expected to perform his/her duties in a competent manner. Failure to do so will result in appropriate corrective or disciplinary action.
  - 5.2 The responsibility for correcting unsatisfactory job performance or behavior resulting from alcohol or drugs rests with the employee.
  - 5.3 Employees may be granted a leave of absence at the discretion of the Director to participate in a drug or alcohol abuse rehabilitation program.
  - 5.4 Information concerning an employee's involvement in the treatment agencies will be held in the strictest confidence and will not be disclosed except:
    - a) As authorized in writing by the employee,
    - b) As required by law
    - c) Where there is a serious and imminent risk that the health or safety of the employee or others would be jeopardized.

*Approved: June 19, 2017*

