



## Rural Municipality of Meadow Lake #588 Policy

Policy #HR-014

Policy Title: Drug and Alcohol Policy

**Policy Objective:**

To preserve a safe, drug and alcohol free workplace. The Municipality is aware that drug and alcohol dependencies are protected and recognized as grounds of mental, psychological and physical disability under the provincial and federal human rights regulations, and therefore considered to be prohibited grounds of discrimination.

**Authority:**

Council Resolution #115/18

Dated: May 11, 2018

**Policy:**

1. Define Alcohol and/or Drug Dependence;
2. Define Recreational Use;
3. Discuss Drug and/or Alcohol dependency;
4. Provide employees with a set of expectations;
5. Provide guidelines for the Accommodation Process;
6. Results of loss of license due to drug or alcohol.

**Policy Statement**

The RM of Meadow Lake makes providing a safe working environment for all of its employees a priority. Employees and contract workers under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves and their co-workers.

To help ensure a safe and healthy workplace, the RM of Meadow Lake reserves the right to prohibit certain items and substances from being brought on to, or being present on company premises. The RM of Meadow Lake strictly prohibits the use of some prescribed drugs and all non-prescribed drugs or alcohol during work hours.

Employees and contract workers are prohibited from reporting to work while under the influence of some prescribed drugs and all non-prescribed drugs or alcohol.

For the purposes of this policy, the following are prohibited:

1. Being impaired by alcohol/drugs while at work.
2. The possession or use of illicit drugs or alcohol on Company premises, at Company worksites, or in Company vehicles.
3. The presence in the body of illicit drugs (or their metabolites) or alcohol while at work.

Employees and contract workers who fail to adhere to the above expectations or who engage in illegal activities such as selling drugs and/or alcohol while on company premises will be subject to disciplinary action up to and including termination of employment and referral to legal authorities.

## Definitions

Drugs and/or Alcohol Dependency: is defined as a mental, physical or psychological dependence on drugs and/or alcohol that is considered as a mental, physical, and psychological disability and under Human Rights Law.

Recreational Drug and/or Alcohol Use: with recreational use of drugs and/or alcohol, there is no mental, physical or psychological dependence, therefore, this is not considered a mental, physical or psychological disability under Human Rights Law.

### Drug and/or Alcohol Dependency

1. The RM of Meadow Lake understands that employees may develop a chemical dependency to certain substance and that this is defined as a mental, physical and psychological disability. The RM of Meadow Lake promotes the early diagnosis of this disability and encourages employees with a dependency on alcohol or drugs to pursue medical and/or psychological treatment.
2. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly from one of the many resources in the community.
3. All medical information shall be kept confidential.

### Expectations:

#### CAO/Human Resources Management/Manager of Public Works

1. Shall identify any situations that may cause concern regarding an employee's ability to safely perform his/her job functions.
2. Shall ensure any employee who asks for help due to a drug or alcohol dependency will not be disciplined for doing so.
3. Shall remove or cause to be removed from the work place, any employee or contract worker that has been identified as under the influence of recreational drug and/or alcohol use.
4. Shall carry out disciplinary action; including but not limited to a letter of warning for a first instance and more severe actions, as deemed appropriate, for any further instances.

#### Employees and Contract Workers

1. All employees and contract workers are expected to abide by the provisions of this policy.
2. Employees are encouraged to communicate to the CAO or Manager of Public Works that they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately.

#### Accommodations Process

During the accommodation process, the RM of Meadow Lake will respect the dignity and privacy of the individual requesting accommodation. During this time, the following actions may occur:

1. The employee may take a leave of absence without pay or access his/her sick leave until sick leave is depleted, to seek assessment and treatment for a drug and/or alcohol dependency;
2. The employee will be allowed to return to work upon rehabilitation; and
3. The RM of Meadow Lake will accommodate relapses prior to, during, and post treatment, given the accommodation does not create undue hardship for the Municipality.

During the accommodation process, the Employee shall:

1. Inform the RM of Meadow Lake CAO if they are currently experiencing a drug and/or alcohol dependency;
2. Disclose previous problems with a drug and/or alcohol dependency only if it is relevant to their current job duties;
3. Provide medical documentation to confirm they have a drug and/or alcohol dependency; and
4. Fully cooperate with the recommendations of professional assessments required for the Short Term Disability Program or the Long Term Disability Program.

Results of loss of license due to drug or alcohol

1. Loss of license due to a drug or alcohol conviction may result in an automatic suspension without pay or may result in a loss of employment.