



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-017

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: (Bylaw#, Resolution date/#)

Resolution #48, November 18, 2013

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.

Policy Statement

The R.M. of Corman Park, 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 coworkers.

To help ensure a safe and healthy workplace, the R.M. of Corman Park reserves the right to prohibit certain items and substances from being brought on to, or being present on company premises. The R.M. of Corman Park strictly prohibits the use of non-prescribed drugs or alcohol during work hours, employees and contract workers are prohibited from reporting to work while under the influence of 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 on Company premises, at Company worksites, or in Company vehicles.
3. The presence in the body of illicit drugs (or their metabolites) 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

Drug 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

- The R.M. of Corman Park understands that employees may develop a chemical dependency to certain substance and that this is defined as a mental, physical and psychological disability. The R.M. of Corman Park promotes the early diagnosis of this disability and encourages employees with a dependency on alcohol or drugs to pursue medical and/or psychological treatment.
- 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.
- All medical information shall be kept confidential.

Expectations:

Administrator

- Shall identify any situations that may cause concern regarding an employee's ability to safely perform his/her job functions.
- If it is known or ought to have been known that an employee has a substance dependency, the employer shall accommodate the employee to the point of undue hardship.
- Shall ensure any employee who asks for help due to a drug or alcohol dependence will not be disciplined for doing so.
- 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.
- 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

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

Accommodation Process

During the accommodation process, The R.M. of Corman Park will respect the dignity and privacy of the individual requesting accommodation. During this time, the following actions may occur:

- The employee may take a leave of absence after first using all sick leave, to seek assessment and treatment for a drug and/or alcohol dependency;
- The employee will be allowed to return to work upon rehabilitation; and
- The R.M. of Corman Park 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:

- Inform The R.M. of Corman Park Administrator if they are currently experiencing a drug and/or alcohol dependency;
- Disclose previous problems with a drug and/or alcohol dependency only if it is relevant to their current job duties;
- Provide medical documentation to confirm they have a drug and/or alcohol dependency; and
- Fully cooperate with the recommendations of professional assessments required for the short term disability program or the long term disability program.