

### Statement of Policy

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Greater Saskatoon Catholic Schools has an educational and societal responsibility to prohibit employees from the use of alcohol and drugs during work hours at all buildings and property owned by the division. The division supports the well-being of its employees and students and the use of alcohol and drugs can pose serious health and safety risks to everyone at the workplace.

### Rationale

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Greater Saskatoon Catholic Schools is committed to the health, safety and welfare of all employees, students, and the public and strictly prohibits the use of alcohol and drugs during working hours.

### Definitions

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#### Abuse

Any use of alcohol or drugs that causes a physical or psychological problem or dependence when taken; or without following prescribed medical instructions.

#### Addiction

Defined as a compulsive substance use despite harmful consequence; intense focus on using a certain substance such as alcohol or drugs to the point that it takes over a person's life. People who are addicted keep using alcohol or a drug even though they know it will cause problems. Addiction is a disability and must be diagnosed by a medical professional.

#### Employee

All persons who work full-time, part-time or under contract to the Division.

#### Illegal Drugs

There are two categories:

- a) First category is comprised of drugs that are illegal to possess, sell, and consume.
- b) Second category includes drugs that are legal to possess, sell, and consume when prescribed by a physician, but are then misused by the person to whom the drugs have been prescribed, or are used by individuals not under a prescribing doctor's care, and who may have obtained the drugs by illegal means.

#### Impairment

Defined as the inability to perform essential job functions and interact safely and effectively with others.

#### Prescription Medications

Drugs used to treat a wide variety of illness requiring physician supervision during the course or treatment as prescribed for that individual.

#### Smoking

Refers to the use of traditional tobacco products.

## Vaping

Refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars.

## **Guidelines**

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1. Greater Saskatoon Catholic Schools will clearly communicate all expectations surrounding recreational substance use, misuse, and abuse.
2. During work, including breaks which may be paid or unpaid, employees shall not:
  - 2.1. smoke tobacco or vape on school property;
  - 2.2. use, consume, distribute, offer for sale alcohol, cannabis, illegal drugs, illegal drug paraphernalia, prescribed drugs which the employee does not have a prescription or prescribed drugs which may cause impairment;
  - 2.3. be impaired or under the influence or be unfit to work due to drugs, alcohol or other substances which may be illegal or cause impairment;
  - 2.4. be impaired or under the influence while operating a division vehicle or their personal vehicle for division-related purposes;
  - 2.5. have a strong odour on their person of alcohol or cannabis.
3. Employees are expected to demonstrate reasonable and responsible use of alcohol or cannabis at division-sponsored events, or at social gatherings or events hosted by other organizations when the employee is representing the school division. Division staff, at all times, are to observe local bylaws on consumption of alcohol or cannabis.

## **Procedures**

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### **Prohibited Use of Alcohol and Drugs**

1. All employees must disclose to Human Resources if they have been prescribed a drug which may have the potential to cause impairment. A workplace accommodation plan will be developed with the employee.
2. Employees who report to work under the influence or are determined to be under the influence while at work will be sent home via safe transportation. Follow-up with Human Resources will be required.
  - a. Provide correspondence from the treating physician or addictions specialist that the employee can return to work and safely perform required duties.
  - b. Comply with return to work alcohol and/or drug testing, if appropriate.
  - c. Provide updates from the physician or addictions specialist regarding treatment on a predetermined schedule to the Superintendent of Human Resource Services.

### **Alcohol and Drug Addiction**

1. Employee Support
  - 1.1 Employees suffering from an alcohol or drug addiction are strongly encouraged to seek medical treatment and rehabilitation.

- 1.2 Employees are encouraged to utilize the division's *Employee and Family Assistance Program* or recognized community program before the problem interferes with job performance.
- 1.3 Employee job security or promotion/reclassification will not be jeopardized by a request for counselling; however, the employee is expected to perform all required duties in a competent manner.

## 2. Employee Responsibilities

- 2.1 Any employee addicted to alcohol or drugs, whether prescription or non-prescription, shall immediately inform the division if there is any possibility their addiction may have an impact on the workplace or their employment.
- 2.2 Any employee addicted to alcohol or drugs, whether prescription or non-prescription, should keep their condition personal and confidential to limit any possible impact on the workplace or the employment. The employee is expected to maintain a professional relationship with students, parents and colleagues.
- 2.3 The employee is not required to provide the division with a diagnosis but shall provide the division with a medical report indicating any and all medical restrictions.
- 2.4 The responsibility for correcting unsatisfactory job performance or behavior resulting from alcohol or drugs remains with the employee.

## 3. Leave of Absence

- 3.1 Employees may be granted a leave of absence as part of an accommodation plan to participate in a drug or alcohol addiction rehabilitation program.
- 3.2 The employee shall provide the division a medical report from the attending physician indicating:
  - i. Medical restrictions that require an absence from work
  - ii. Expected length of time the employee will be absent from work

## 4. Confidentiality

Information concerning an employee's involvement in a treatment program, or with treatment agencies, will be held in the strictest confidence and will not be disclosed except as authorized in writing by the employee, as required by law, or where there is a serious and imminent risk to the health or safety of the employee.

## References

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- The Education Act 1995
- Saskatchewan Human Rights Code
- The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)
- Saskatchewan Privacy Act

## Date Approved

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September 16, 2019