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|  | Administrative Procedure | |
| | Subject | Employee Use of Drugs and Alcohol |
| | AP Code | 420 |

Background

Saskatoon Society for Christian Education, Inc. has an education and societal responsibility to prohibit the employee use or possession of alcohol and illegal drugs at all buildings and property of the school. It is also committed to the health and safety of its employees, students, environment, and the public. The use of illegal drugs and alcohol can create unacceptable safety risks for everyone in the workplace.

Employees have the right to work, and students have the right to be educated, in an environment free of substance abuse and with persons free from the effects of illegal drugs or alcohol. Illegal drugs and alcohol are hazards to the school environment and to the credibility and reputation of the school.

Procedures

1. Use of alcohol and illegal drugs is prohibited.
 - 1.1. At work or while on school premises or at school-sponsored events, including during breaks which may be paid or unpaid, employees shall not:
 - 1.1.1. Use, consume, possess, distribute, offer for sale, or sell alcohol, tobacco, cannabis, illegal drugs, illegal drug paraphernalia, prescribed drugs for which the employee does not have a prescription or prescribed drugs which may cause impairment;
 - 1.1.2. Be impaired or under the influence or be unfit for work due to drugs, alcohol, or other substances which may be illegal or cause impairment;
 - 1.1.3. Be impaired or under the influence while operating a school vehicle or their personal vehicle for school-related purposes; and
 - 1.1.4. Shall not be exuding an odour of alcohol or cannabis.
2. Employees are expected to demonstrate reasonable and responsible use of alcohol or cannabis at school-sponsored events or at social gatherings/events hosted by other organizations when the employee is representing the school.
3. Use of alcohol, tobacco, or cannabis on school property is strictly prohibited at all times.
4. Consequences for breach
 - 4.1. Safety considerations
 - 4.1.1. 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 with further follow-up required.
 - 4.2. Disciplinary action
 - 4.2.1. Violation of this administrative procedure will lead to disciplinary action up to and including possible termination of the contract of employment.
 - 4.3. Responsibility of employee

- 4.3.1. Employees found guilty of driving while under the influence of alcohol or performance-inhibiting drugs while on school business shall be responsible for all related costs.
 - 4.4. Follow-up after disciplinary action
 - 4.4.1. At the sole discretion of the employer, an employee who is subject to discipline for a breach of this administrative procedure may be required by the employer to do any or all of the following:
 - 4.4.1.1. Continue with counselling as recommended by a physician or addictions counsellor;
 - 4.4.1.2. Provide correspondence from the treating physician that the employee can return to work and safely perform the required duties;
 - 4.4.1.3. Comply with return-to-work alcohol and/or drug testing, if appropriate;
 - 4.4.1.4. Provide updates from the employee's physician regarding treatment on a predetermined schedule.
5. Use of prescribed drugs at work for accommodation purposes
 - 5.1. Every employee shall immediately disclose to the employer if they have been prescribed the use of any prescription drug which may have the potential to cause impairment.
 - 5.2. Possession or use of prescription drugs that may cause impairment may be allowed if required to accommodate an employee with a disability as defined by *The Saskatchewan Human Rights Code, 2018*.
 - 5.3. To determine if an accommodation is required, the employee shall provide to the employer a medical report from the employee's doctor setting out:
 - 5.3.1. The medical restrictions which require the use of the prescription medication during work hours;
 - 5.3.2. The details of the prescription, including the following:
 - 5.3.2.1. Whether or not the prescription drug must be taken during working hours or so close before working hours that impairment would be present during working hours;
 - 5.3.2.2. The name and dosage of the prescription drug that must be taken during working hours;
 - 5.3.2.3. The specific method by which the prescription drug will be administered, ex; oral, injection, smoking, or vaping;
 - 5.3.2.4. The length of time after taking the prescription drug that impairment may persist; and
 - 5.3.2.5. The expected duration the prescription drug will need to be taken by the employee.
 - 5.4. The employee must provide updates to the employer in the event of any changes to the medical information.
 - 5.5. Upon receiving the required medical information from the employee, the employer shall determine what, if any, accommodation is required.
 - 5.6. As part of an accommodation plan, the employer will set out the requirements for the possession, use, storage, and security of the prescription drug and any associated equipment while on school property.
 - 5.7. Any prescribed drug allowed as part of an accommodation plan must be used solely for the intended purpose as currently prescribed by the employee's physician and must be used solely by the employee for whom it has been prescribed.

6. Definitions:

For this administrative procedure, the following definitions shall apply:

Illegal drugs fall into two categories:

- The first category is comprised of those drugs that are illegal to possess, sell, and consume.
- The second category includes those 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 physician’s care, and who may have obtained the drugs by illegal means.

Impairment: the inability to perform essential job functions and interact safely and effectively with others.

References

The Education Act, 1995 – sections 85, 87, 150, 151, 153, 154, 175
Saskatchewan Human Rights Code, 2018

Date Adopted

September 1, 2024

Revised
