

# RURAL MUNICIPALITY OF REYNOLDS

SECTION: HUMAN RESOURCES

POLICY NO.29

SUBJECT: Drug and Alcohol Policy

APPROVED BY COUNCIL RESOLUTION: 290/2018

<b>Drug and Alcohol</b>	<b>Policy</b>
<b>1. PREAMBLE</b>	<p>The Rural Municipality of Reynolds (hereafter the “Municipality” or “Employer”) is committed to the health and safety of employees, elected officials, contractors, and members of the community. In addition, the Municipality recognizes and accepts its responsibility as an employer to ensure its work environment is safe, healthy, and productive. To this end, the Municipality has prepared this policy for the purpose of establishing and communicating the Municipality’s expectations, as well as the consequence for non-compliance, and to provide consistent guidelines for all employees.</p> <p>The Municipality understands that no group is immune from substance abuse problems. This means that even though the vast majority of the Municipality’s employees are healthy and productive, there will be times ahead when substance abuse problems will affect us, or members of our families. During these times, the Municipality will proceed on the basis that substance abuse is a treatable illness and that early intervention greatly improves the probability of a <i>lasting</i> recovery. Therefore, this policy is also intended to establish a process for reasonable accommodation until the point of undue hardship and a proportionate discipline approach.</p> <p>To be clear, it is not the Municipality’s intention to unduly interfere with socially acceptable, medically appropriate, and lawful alcohol or drug use. Instead, the Municipality’s purpose is to prohibit impairment at work to ensure a safe, healthy, and productivity environment for all employees.</p>
<b>II. DEFINITIONS</b>	<p>“Employer” means the Rural Municipality of Reynolds.</p> <p>“Impaired”:</p> <ol style="list-style-type: none"> <li>a. Means an employee’s ability to carry out the employee’s job functions in a safe, efficient, or competent manner are negatively affected.</li> <li>b. If the supervisor has reliable facts; such as witnessing a situation personally or a reliable witness has provided first hand information.</li> <li>c. If a “reasonable suspicion of impairment” arises then the employee is deemed impaired for the purposes of this policy.</li> </ol> <p>“Prescription Drugs”: Prescription drugs are drugs that cause impairment in the workplace which may include: Opioids, Codeine, Benzodiazepines, Muscle relaxants, and Medical Cannabis.</p> <p>“Non-Prescription Drugs”: Non-prescription drugs include: alcohol, recreational drugs, or illegal drugs (i.e. cocaine, heroin).</p> <p>“Safety Sensitive Role”: A role requiring the employee to operate motorized vehicles, truck, heavy equipment, or machinery, or other position/job so defined by the Municipality.</p>
<b>III. DRUG AND ALCOHOL POLICY AND PROCEDURE</b>  <b>Prescription Drugs Policy</b>	<ol style="list-style-type: none"> <li>a. Employees shall not be impaired at work.</li> <li>b. Employees shall disclose any possible impairment caused by prescription drugs (hereafter “Disclosure Requirement”);</li> <li>c. Disclosure shall be in the form set out in the Schedule, or to the like effect, and shall set forth the as to the matters therein mentioned;</li> <li>d. Employees who fail to comply with the Disclosure Requirement are subject to discipline, up to and including termination. e. Duty to inquire.</li> </ol> <p>Example: Sherry holds a medical cannabis prescription but failed to inform her supervisor of the prescription and her possible impairment. Sherry was subsequently caught, and her medical cannabis use at work was exposed. Sherry may be validly disciplined, up to and including termination for failing to comply with the Disclosure Requirement.</p>



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	<p>Early identification and resolution of all performance problems, including those which may be caused by alcohol or drug use; and                  Maintaining a complete record of steps taken under this policy.</p> <p><b>Management is responsible for:</b>                  Discharging the Municipality's duty to accommodate until the point of undue hardship;                  Administering this policy consistently, and for resolving questions of interpretation in areas where this policy may be ambiguous or silent, with due regard for the fair and proportionate treatment of employees;                  Monitoring procedure compliance, including the compliance of contractors and other third parties;                  Respecting the confidentiality of any health-related information pertaining to employees;                  The maintenance, regular review, and interpretation this policy; and                  Ensuring a complete record of steps taken under this policy is maintained.</p>
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<b>VII. COMPLIANCE</b>	<p>Non-compliance with this Drug and Alcohol Policy may result in the appropriate disciplinary measures, up to and including dismissal from employment.</p> <p>Disciplinary action may be taken as assessed on a case-by-case basis. In the determination of an appropriate disciplinary measure.</p> <p>The nature of an Employee's position, previous instances of reporting for work in an impaired state and whether an error or accident has occurred because of that impaired state will be considered in the determination of an appropriate disciplinary measure.</p>
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*Insert:*  
*Schedule "A"*

- *Disclosure Form*
- *Employee and Employer review acknowledgment Other:*
- *Substance Abuse Policy Education and Training Program*
- *Accommodation Guide and Plan Format*