

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

DRUG AND ALCOHOL

NUMBER

A1148

DEPARTMENT

CORPORATE SERVICES DEPARTMENT

DELEGATED AUTHORITY

GENERAL MANAGER – CORPORATE
SERVICES DEPARTMENT

CONTACT

DIRECTOR EMPLOYEE SAFETY & WELLNESS
496-5950

DEFINITIONS

DATE

JULY 9, 2009

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

City Business - All activities undertaken directly on behalf of the City by employees, or other persons affiliated with the City of Edmonton, whether conducted on or off City premises. It includes those situations where an individual is representing, or could be reasonably perceived to be representing the City of Edmonton

City Premises - Includes, but is not restricted to, all land, property, structures, installations, vehicles and equipment owned, leased, operated or otherwise directly controlled by the City.

Drugs of Concern - Illicit drugs, alcohol, medications, solvents, inhalants or any other substance that may change or adversely affect the way a person thinks, feels, acts, or otherwise has the potential to impair an individual's ability to perform their job safely and productively.

Employee – Any individual employed by the City on a full time, part-time, temporary or casual basis, including those individuals employed pursuant to a personal services agreement and any person who performs a service for the City.

Unfit for Work/Duty – The inability to safely perform assigned duties without any limitations resulting from the use of drugs of concern, or otherwise being under the influence of drugs of concern.

Illicit Drug - Any drug or substance that is not legally obtainable and its use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as marijuana and cocaine).

Medication - A drug obtained legally either over the counter or through a doctor's prescription.

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Safety Sensitive Position - Any position that requires the employee to engage in a process, function or duty that has the potential for significant harm to the employee, his or her co-workers, other contractors and/or the general public, including, but not restricted to the operation of a vehicle and/or equipment.

Supervisor – means an employee accountable for a particular facility, department or area, including managers and others in supervisory positions directly responsible for the performance of employees.

Treatment - A process approved by a City Disability Management Consultant, where an individual is participating in recovery related activities, which may include periods of absence away from work.

PROCEDURES AND GUIDELINES

Employees are not permitted to report for work under the influence of alcohol or illicit drugs. Except as otherwise stated in this Procedure, employees are not permitted to use, distribute, offer or sell alcohol, illicit drugs or related paraphernalia while at work, on City business or on City premises. Employees in safety sensitive positions are not permitted to use alcohol or illicit drugs during breaks/meals taken during an employee's shift (on or off City premises). Possession of illicit drugs or related paraphernalia is not permitted in any of these circumstances in accordance with Attachment I "Drug and Alcohol Operating Procedures".

Employees must always use medications responsibly which includes ascertaining whether a medication may inhibit the ability to perform work safely and productively with their physician and/or pharmacist. Where there is such potential the employee must report the use of such medication to his or her supervisor to minimize safety risk and consider appropriate modifications to work.

Employees receiving standby pay for on-call situations are expected to be fit for work/duty and in compliance with these standards. If unexpected circumstances arise where an employee is requested to perform unscheduled services while under the influence of illicit drugs, alcohol or medications or is otherwise unfit for work/duty, it is the responsibility of that employee to decline the call.

Employees when on city business may use alcohol responsibly: after work when on travel status, at the conclusion of a training event/seminar, when attending or hosting an event which involves alcohol, or in other similar situations when appropriate, provided the employee is not also on duty, or on call; the formal business of the day has been fully completed, and alcohol is not consumed to the point of impairment.

Employees are permitted to distribute, offer or sell alcohol if they are required to do so as part of their job duties.

All employees share responsibility for reporting any violations of this Directive. All employees shall promptly advise supervisors of any potential safety problems or performance concerns.

Reporting shall be to a supervisor or to a person with sufficient authority to address the concern. The response should focus on eliminating any safety risks, addressing the Directive violation and reducing the likelihood of reoccurrence through effective and timely referral, assessment and treatment as required.

The responsibility for the costs associated with rehabilitation and treatment is shared between the City and the employee as both parties have an interest in the employee successfully addressing their substance abuse issue and returning to productive employment.

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The Corporate Services Department / Human Resources Branch shall review position descriptions and identify safety sensitive jobs. Employees will be notified if their positions are identified as Safety Sensitive.

The Corporate Services Department / Human Resources Branch may implement procedures to address pre-employment drug screening for safety sensitive positions.

Investigation

In all situations, an investigation will be conducted to verify if a violation has occurred before disciplinary action is taken. The City has the authority and discretion to hold out of service, with pay, any employee who is believed to be involved in an incident that could lead to disciplinary action pending the results of the investigation. The appropriate discipline in a particular case depends on the nature of the violation and the circumstances surrounding the situation. For further information refer to Attachment I – Drug and Alcohol Operating Procedures.

Testing

The City will conduct drug and alcohol (drugs of concern) testing for: safety sensitive positions when an employee appears to be unfit for work/duty, when there is a reasonable belief that drugs of concern may have been a contributing factor to an incident (testing for cause), or during the course of rehabilitation and/or return to work planning. For further information refer to Attachment I Drug and Alcohol Operating Procedures.

Compliance

Any violation of this Directive and/or Procedure may result in disciplinary action up to and including termination. Any resulting termination will be considered to be “with just cause” and not subject to notice or remuneration in lieu.

The City has ZERO TOLERANCE for the use of alcohol or illicit drugs by employees when working who occupy a safety sensitive position. An employee found to be using alcohol or illicit drugs while at work will be terminated.