

Administrative Directive

Drug and Alcohol

Number: A1128

Date of Approval: August 16 2018

Department: Employee Services Department

Next Scheduled Review: August 16 2019

Statement of Directive:

The City of Edmonton is committed to the health, safety, and wellness of its employees, contractors, and the public. The City recognizes the importance of promoting a safe, healthy, and productive work environment. The use of illicit drugs, alcohol, cannabis, and the inappropriate use of medications can have serious adverse impacts in the workplace and the City will take steps toward eliminating this conduct in its workplace.

Purpose:

The purpose of this directive is to establish the expectations for appropriate conduct of employees, to establish the consequences for non-compliance, to provide consistent guidelines for all employees and to provide a means for supporting employees who are dealing with current or emerging drug and alcohol problems.

Application:

This directive applies to any person who reports to the City Manager or City Auditor and provides services to, or otherwise acts on behalf of, the City of Edmonton under a contract of employment, contract for the provision of services (including contractors, consultants, and their employees), or in the capacity of agent, student, or volunteer.

Accountability:

All City of Edmonton employees and any person who reports to the City Manager or City Auditor and provides services to, or otherwise acts of behalf of, the City of Edmonton under contract of employment, contract for the provision of services (including contractors, consultants, and their employees), or in the capacity of agent, student, or volunteer are accountable for and must comply with the terms of this directive (including the accompanying Drug and Alcohol Administrative Procedure and Operating Procedures).

The City Manager or designate, may conduct reviews, audits, or checks at any time without notice to ensure compliance with this directive and its accompanying procedures.

Failure to comply with the provisions of this directive and its accompanying procedures could lead to appropriate corrective action, which may include discipline up to and including termination of employment.

Definitions:

Unless otherwise specified, words used in this directive and its accompanying procedures have the same meaning as defined in the [City Administration Bylaw, Bylaw 16620](#).

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- **“alcohol”** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.
- **“cannabis”** means any substance or mixture of substances that contains any part of a cannabis plant, including the phytocannabinoids produced by or found in a cannabis plant, such as tetrahydrocannabinol (THC), and any substance or mixture of substances that is identical to any such phytocannabinoid regardless of how the substance was obtained (e.g. cannabis, synthetic cannabinoids).
- **“City business”** means 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”** means illicit drugs, alcohol, cannabis, 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”** means 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 reports to the City Manager or City Auditor and performs a service for, or otherwise acts on behalf of, the City under contract (including contractors, consultants, and their employees), or in the capacity of agent, student, or volunteer.
- **“unfit for work/duty”** means 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”** means 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 cocaine).
- **“medication”** means a drug obtained legally over the counter, through a doctor’s prescription, or through authorization of a health care practitioner.
- **“safety sensitive position”** means 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.

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- **“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”** means 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.

References:

N/A

History:

- A1128 Drug and Alcohol Directive. Approved July 9, 2009