

# Administrative Procedure

## Drug and Alcohol

This procedure falls under **Drug and Alcohol Administrative Directive, A1128**.

**Date of Approval:** August 16, 2018

**Next Scheduled Review:** August 16 2019

### **Purpose**

The purpose of this procedure is to outline how to comply with the City of Edmonton's Drug and Alcohol Administrative Directive.

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### **Definitions**

All definitions contained in the *Drug and Alcohol Administrative Directive A1128*, apply to this procedure.

### **Processes**

Employees are not permitted to report for work under the influence of alcohol, cannabis, or illicit drugs. Except as otherwise stated in this Procedure, employees are not permitted to use, distribute, offer or sell alcohol, cannabis, 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, cannabis, 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. Every employee must report to their supervisor or Disability Management Consultant the use of any medication (including, but not limited to, opioids and medical cannabis) which has the potential to impact the employee's ability to safely perform their work. Reporting for duty without disclosing the use of such medication may result in disciplinary action up to and including termination.

Upon disclosing the use of medication, the employee must provide satisfactory proof that such medication has been prescribed or is otherwise medically and legally authorized, and provide either clearance to work under these conditions, or provide the impact that such treatment can have on the employee's ability to safely perform their work. The employee may be required to provide confirmation from their physician that alternative treatments are not appropriate. Updates to the medical documentation may also be required at reasonable intervals.

Every employee must report to their supervisor any concerns about, or potential impairment of, their fitness for duty, however caused. The employee may be required to have their treating medical care

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professional discuss their circumstances with the City's medical provider before they are permitted to return to work.

Employees will not be disciplined for disclosing the use of a drug of concern, substance dependence, or medical need for medication in advance of reporting for duty. Employees may, depending on the circumstances, be referred to a counselling program and the duty to accommodate may or may not be triggered. Employees who report unfit for work/duty without disclosing the use of a drug of concern, substance dependence, or use of medication may result in disciplinary action up to and including termination.

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, cannabis, 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 and cannabis responsibly and only as legally permissible: after work when on travel status, at the conclusion of a training event/seminar, when attending or hosting an event which involves alcohol and cannabis, 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 and/or cannabis 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 recurrence 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.

The Branch Manager, Corporate Safety and Employee Health shall review position descriptions and identify safety sensitive jobs. Employees will be notified if their positions are identified as safety sensitive.

### Investigation

In all situations, an investigation will be conducted to verify if a violation has occurred before disciplinary

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action is taken. The City has the authority and discretion to hold out of service, 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 demonstrates signs of increased safety risk and/or a deviation of their typical behaviour or appearance suggests they may 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.

The City may implement procedures to address pre- employment drug screening for safety sensitive positions.

### 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, cannabis, or illicit drugs by employees when at work in a safety sensitive position. An employee found to be using alcohol, cannabis, or illicit drugs while at work will be terminated.**

Employees are not in violation of this Directive and/or Procedure if they use medication, including cannabis obtained through the authorization of their healthcare practitioner, in the manner directed by their healthcare practitioner or pharmacist and the use of such medication does not cause them to be unfit for work/duty.

### Additional Resources

The Branch Manager, Corporate Safety and Employee Health may, after review by the City Solicitor, approve standards to support or provide further detail to the above processes; however, any amendments to the processes contained in this procedure must be approved by the City Manager. The following standards are related to this procedure:

- Attachment I - Drug and Alcohol Operating Procedures.

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