



LAC LA BICHE COUNTY PROCEDURE

TITLE: Drug and Alcohol Use and Testing
Standard Operating Procedure

PROCEDURE NO: CS-03-015-17

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-015 AMENDMENT DATE:

1.0 General Guidelines

1.1 Use of Alcohol or Drugs

Lac La Biche County is committed to providing a safe, drug and alcohol free workplace and to ensuring that hazards associated with drug and alcohol use are removed from the workplace.

The use of non-prescribed drugs or alcohol during work hours is strictly prohibited. The County prides itself on providing a safe working environment for all of its employees. Employees under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves, their coworkers and visitors to our premises. To help ensure a safe, healthy workplace, the County reserves the right to prohibit certain items and substances from being brought on to, or being present on County premises.

The County also prohibits any employee from reporting to work, or working with any measurable level of illegal or non-prescription drugs, alcohol, or other controlled substance which might affect the employee's ability to work safely.

Courts and human rights tribunals have acknowledged that drug and alcohol dependencies are medically recognized disabilities under human rights law. Therefore, drug and alcohol dependencies are protected under the grounds of mental and physical disability under the *Alberta Human Rights Act* ("Act"). Casual drug or alcohol use is not protected by the Act.

2.0 Prohibited Behaviour

The following are strictly prohibited:

- Employees attending work while under the influence of any non-prescribed drugs or alcohol while they are on County premises, operating a County vehicle, or are in the act of conducting County business regardless of location.
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either. Any illegal substances will be surrendered to the appropriate law-enforcement authority.
- The use of alcohol or illegal drugs off County premises that adversely affects the employee's work performance, the safety of his or her own and others safety at work, or reputation in the community.

- Failure to adhere to the requirements of any drug or alcohol treatment or counselling program in which the employee is enrolled.
- Failure to undergo an alcohol or drug test when required to do so pursuant to this SOP.
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his or her duties.
- Given the particular risks involved in the impaired operation of motor vehicles, any employee who operates a County-owned vehicle or any other vehicle while on County business while under the influence of alcohol or illegal drugs will be terminated immediately and without notice; and any damage done to individuals or property by an employee who is operating a County-owned vehicle or any other vehicle while on County business while under the influence of alcohol or illegal drugs shall be the employee's personal responsibility, and the employee will be required to pay for such damage personally.

3.0 Consequences of Breaching this Standard Operating Procedure and related Policy

Violations of this SOP and related policy may result in disciplinary action up to and including termination of employment for just cause depending on the nature of the violation.

The County reserves the right to search personal belongings brought to County worksites (including lockers, company vehicles, personal bags) if there are reasonable grounds to believe that an employee is impaired, has consumed alcohol or drugs on the job, or is in possession of an illegal substance.

The County will report violations of Canadian or Alberta laws to the appropriate law enforcement authority.

4.0 Drug and Alcohol Testing

The Manager of Human Resources may require an employee to attend an alcohol or illegal drug test conducted by a third-party laboratory in the following circumstances:

- Where an employee is impaired, appears to be impaired, or the County has reason to suspect that the employee is impaired by alcohol or an illegal drug at work;
- Following a work-related accident which may have been caused in whole or in part by an employee whose behaviour appears to have been dangerous or reckless, or who otherwise appears to be impaired by alcohol or an illegal drug, or who the County otherwise has grounds to suspect that the accident was related to drug or alcohol use;
- For employees in a safety-sensitive position, randomly before and during employment to ensure compliance with this SOP.
- For employees who have entered into an accommodation agreement following treatment for alcohol or drug dependency

Managers with concerns regarding a possible violation of this SOP must report to the Manager of Human Resource for further direction. No employee shall be required to undergo an alcohol or drug test unless approved by the Manager of Human Resources.

5.0 Responsibilities

Employees who suffer from an alcohol or drug dependency (including use of prescription of over-the-counter medication that could impair job performance) may require accommodation pursuant to the Act. The County will take appropriate steps to accommodate employees with alcohol or drug dependencies.

5.1 County's Responsibilities

Where an employee suffers from an alcohol or drug dependency, the County will take appropriate steps pursuant to the Act, which may include:

- Offering the employee a leave of absence from work to seek assessment and rehabilitation treatment;
- Allowing the rehabilitated employee to return to work after treatment;
- Addressing issues such as lateness and absenteeism without strictly applying an absenteeism Policy/SOP;
- Accommodating some relapses prior to, during and following treatment if such accommodation does not create an undue hardship.

5.2 Employee's Responsibility

Where an employee suffers from an alcohol or drug dependency, he or she will cooperate with the County by:

- Disclosing their status to their supervisor or the Manager of Human Resources, if the employee is experiencing problems with drug or alcohol dependency;
- Disclosing their status if the employee has had past problems with a drug or alcohol dependency and it impacts on his or her ability to safely complete current job duties;
- Providing medical information to the County to establish the existence of an alcohol or drug dependency;
- Cooperating with the recommendations of any required professional assessments and abiding by the terms of treatment plans;
- Providing the County with sufficient information regarding the employee's need for accommodation to permit the County to create and maintain an accommodation plan;
- Meet reasonable expectations such as follow-up drug and alcohol tests once the employee is fit to return to work.

Where an employee fails to cooperate with the County in its attempts to accommodate the employee, he or she may be disciplined up to and including termination of employment for just cause.

"Original Signed"
Chief Administrative Officer

November 8, 2013
Date