

Rural Municipality of Sifton

Drug & Alcohol Policy 2021

A. Policy Statement

RM of Sifton is committed to providing outstanding value to its ratepayers and a safe and stimulating work environment for its employees. Recognizing the potential negative effects of alcohol and drugs on the organization, in particular the hazards that those individuals who abuse alcohol and/or drugs pose to themselves, their co-workers, and the general public, the Municipality has implemented a drug and alcohol policy. Drug and alcohol abuse is not acceptable in the workplace.

B. Purpose

The purpose of the Drug & Alcohol Policy is to take all reasonable steps to ensure the health and safety of its workers. This policy provides for the testing of employees for drug/alcohol abuse, assisting employees who voluntarily seek help for problems relating to alcohol and/or drugs, and educating employees on the dangers of drug and alcohol abuse.

C. Scope

The Drug and Alcohol policy applies to all employees of RM of Sifton. This policy may also be extended to subcontractors.

E. General

This Policy shall be administered by the RM of Sifton administration services. This Policy shall be referred to as the 'Drug & Alcohol Policy'. This Policy shall come into force and effect on the day of passing. This Policy shall be reviewed annually.

F. Authority

The authority for the Drug & Alcohol Policy shall be by the approval of the RM of Sifton Council.

Rural Municipality of Sifton

Drug & Alcohol Policy

A) For the purposes of this policy, the following are prohibited:

- I. Being impaired by alcohol/drugs while at work.
- II. The possession or use of illicit drugs on municipal premises, at municipal worksites, or in municipal vehicles.
- III. The presence in the body of illicit drugs (or their metabolites) while at work.
- IV. Refusal to submit to drug/alcohol testing when reasonable evidence of intoxication is present and employee is operating in a safety-sensitive position, failure to report to a municipal-designated facility for a drug/alcohol test, or tampering or attempting to tamper with a test sample.

B) Disciplinary Action

- I. Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment.

C) Work Rules Governing Drug/Alcohol Abuse

- I. Employees are not to report to work or be at work if they are impaired by alcohol or drugs.
- II. An employee who is taking legal medication (whether or not prescribed by a physician) which may affect or impair judgment, co-ordination or perception so as to adversely affect his/her ability to perform work in a safe and productive manner, must notify his/her supervisor prior to commencing work. The supervisor will determine whether the employee will be permitted to work or whether work restrictions will be applied.
- III. Employees who are not capable of competently and safely performing their job duties will not be permitted to work and will be required to leave the municipal premises/job site.
- IV. When an employee, considered to be in an unfit condition, is requested to leave municipal premises, transportation to his/her residence will be arranged by his/her supervisor.
- V. The RM of Sifton reserves the right to temporarily remove, reassign or suspend an employee pending a determination of the employee's fitness for work, assessment of a drug/alcohol problem, or completion of an investigation into a possible violation of this policy.

D) Drug and Alcohol Testing

- I. In the interest of safety and the objective of ensuring a work environment free of impairment by drugs/alcohol, employees may be required to submit to tests for drugs and/or alcohol.
- II. Such tests may include breath analysis, urinalysis, or any other test(s) considered appropriate.
- III. Urinalysis will be performed at a medical facility designated by the RM of Sifton.
- IV. The municipality will not accept test results from any facility other than one designated by the municipality.
- V. If there is reasonable cause to believe that an employee is in violation of this policy, the municipality may require the employee to submit to alcohol/drug testing and/or physical testing of motor skills and reactions.
- VI. Reasonable cause shall mean observation of impaired motor skill proficiency, impaired judgment, or unusual conduct, or any reliable information provided to the municipality of drug/alcohol consumption at work or an inappropriately short time prior to reporting to work. Following an accident or a near miss the municipality may require those involved to undergo testing for drugs/alcohol.
- VII. Only municipal employees engaged in a safety-sensitive position or those who handle large sums of money may be required to submit to drug and alcohol testing.

E) Positive Test Results

- I. The maximum permitted level of blood alcohol will be **.03** milligrams of alcohol per 100 milliliters of blood.
- II. In the absence of legislated thresholds, the drug levels that will be reported as a positive result will be based on industry norms as recommended by the consultant engaged by the municipality.
- III. An employee who tests positive for drugs/alcohol will be advised of the positive test result and will be suspended immediately without pay pending a determination by the municipality of the disciplinary action to be taken.
- IV. Such individual will also be encouraged to meet with his/her physician for assessment.
- V. If the employee is not terminated, he/she will be required to undergo a drug/alcohol test at a time determined by the municipality prior to being permitted to return to work. Should the result of such test be positive, disciplinary action will be enforced.
- VI. An employee who returns to work following a suspension resulting from a positive drug test will be subject to random drug testing by the municipality for a period not to exceed 24 months following his/her return.
- VII. During such period, any positive test for rugs/alcohol will result in disciplinary action.
- VIII. In the event of a positive test result, an employee has the right to request a re-test of the original specimen within 30 days of his/her being originally notified of the positive result.
- IX. The costs incurred for a positive re-test will be borne by the employee.

F) Assistance Available

- I. Employees who have drug or alcohol problems are encouraged to seek assistance before performance problems (whether or not in violation of this policy) lead to disciplinary action.
- II. On being approached by an employee for help in overcoming a drug/alcohol problem, the municipality will put the employee in contact with a medical practitioner who, if necessary, will make a referral to the appropriate agency.
- III. An acknowledgment by an employee of a drug/alcohol abuse problem will not be a cause for disciplinary action.
- IV. Notwithstanding such, an employee's request for assistance will not be a defense to the imposition of disciplinary action where a violation of this or other policies/workplace rules has occurred.
- V. Employees who enter a treatment program will be required to sign a form authorizing the administrators of such program to release to the municipality information regarding the employee's progress and degree of commitment to the program.
- VI. The municipality will exercise reasonable care and caution to maintain confidentiality relating to an employee's participation in a treatment program.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Drug & Alcohol Policy of the Rural Municipality of Sifton. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules of this policy, I may face legal, punitive, or corrective action, up to and including termination of employment and/or criminal prosecution.

Name: _____

Signature: _____

Date: _____

Witness: _____