

ALCOHOL AND DRUG FREE WORKPLACE

The Division recognizes the importance of maintaining a workplace free of alcohol, cannabis (marijuana) and other drugs to enhance the welfare of employees and students. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited while on duty or present at the workplace. However, the Division permits the possession or use of prescription and over-the-counter drugs under the following conditions:

1. Any prescription drug in the employee's possession or used by the employee that is prescribed to the employee;
2. The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician; and
3. The use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform their duties or result in impairment.

Appearance at work while under the influence or impairment of any legal or illegal substance may result in a request to leave the workplace. Violation of this administrative procedure shall result in appropriate action such as requiring an employee to participate in a drug rehabilitation program, or disciplinary action up to and including immediate suspension and dismissal.

For the purposes of this Administrative Procedure, the "workplace" is defined as the site for the performance of work done under the authority of the Division. That includes any Division building or any school premises or grounds; any School Division owned vehicle or any other vehicle approved to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of employees of the Division.