



Policy:

These procedures provide guidance and direction in responding to alcohol and substance use issues in the workplace.

The objectives of these administrative procedures are as follows:

- identify expectations in the workplace and identify the consequences of not meeting those expectations with regards to alcohol and substance use.
- provide guidance to City staff in the administration of the Voluntary Self Referral program.
- specify when Alcohol and Drug Testing will be required.
- specify assistance and training to be provided by the Human Resources Division.
- identify the responsibilities of employees and supervisor/managers.

I. Authorities

The Alcohol and Substance Abuse Policy was adopted by Council on July 28, 2008.

II. Communication and Training

The City, through the Human Resources Division, shall sponsor information sessions for all employees including supervisors/managers which cover:

- symptoms of drug and/or alcohol use.
- effects of drug and/or alcohol use on health, work and personal life.
- City's policy with respect to alcohol and substance use and the consequences for policy non compliance.
- resources available including community hotline, counseling, treatment and rehabilitation.

The implementation of awareness training and communication are expected to have the following outcomes for employees and supervisors/managers:

Employees should be aware of their responsibilities as follows:

- Read, understand and comply with the provisions of the Alcohol and Substance Abuse Policy.
- Perform assigned duties safely without any limitations due to the use of or after-effects of alcohol, illegal drugs, medications or any other substance.
- Exercise personal due diligence and notify their supervisor/manager if there is a potential risk, limitation or restriction of duties required due to the use of or after-effects of alcohol, illegal drugs or medications. Temporary accommodation may be possible via modification of duties or temporary reassignment.
- Assume responsibility for a current or emerging alcohol and/or drug problem by seeking counseling/treatment services and undertaking rehabilitation available through the community or the City of Richmond.



- Intervene, if and as appropriate, to encourage a co-worker to access treatment before alcohol or substance use impacts performance or safety of the individual or co-workers.
- Co-operate with any investigation into a violation of this policy..
- Report in confidence to their Manager or Director any impaired driving charge or conviction prior to or upon returning to work for those who are expected to operate City vehicles/equipment.
- Employees should exercise due diligence and immediately notify their supervisor or manager of any individual co-worker in an unfit condition on City premises such that they may endanger themselves or others.

Supervisors/Managers should be aware of their responsibilities as follows:

- Read, understand and comply with the provisions of the Alcohol and Substance Abuse Policy.
- Take appropriate action to ensure no individual remains in an unfit condition on City premises such that they may endanger themselves or others. Arrangements for safe transportation to their residence or medical facility may also be necessary.
- Discuss with the Director of Human Resources any potential need to utilize the services of specialists in addiction medicine/treatment for employees within their area of operations.
- Intervene as appropriate to encourage a co-worker to access treatment before alcohol or substance use impacts performance or safety of the individual or co-workers.
- Co-operate with any investigation into a violation of this policy.

III. Voluntary Self Referral

Under the Voluntary Self Referral program, the employee is given an opportunity to undergo treatment/rehabilitation as a means of managing alcohol/substance use that negatively impacts job performance and safety. The completion of any prescribed treatment program via voluntary self-referral is fully the responsibility of the employee.

Self referral and treatment after the launching of an investigation into job performance issues will not stop the investigation and/or disciplinary action from proceeding.

Management and Human Resources Division staff shall assess each case of alcohol and substance dependency self-referral on a case-by-case basis. Assistance may be provided by:

- Referring the employee to a medical specialist trained in addiction assessment and rehabilitative treatment.
- Advising the employee of the medical/treatment/financial resources available to them in evaluating and resolving the dependency problems.
- Evaluating the need for those employee occupying “safety sensitive” positions to be temporarily moved to other non “safety sensitive” positions pending the completion of an assessment and/or enrolment, completion and follow-up stages of a treatment/rehabilitation program.



- Being supportive of employees undergoing treatment for alcohol/drug dependencies and accommodating within reason the employee's needs during this period of time including the removal of the employee from active duty during treatment and/or allowing the use of sick and/or vacation time and/or approved unpaid leave of absence for time off.

Any prescribed treatment/rehabilitation is the responsibility of the employee and shall be paid for in full by the employee. Where full payment of the treatment/rehabilitation program is required and the employee is not able to make sufficient arrangements to meet the financial obligations, the City may consider, on a case-by-case basis, making partial or full payment on behalf of the employee and recovering the amount thereafter through payroll deduction as supported by a signed "Promissory Note". In such cases, the City will require the involvement of the respective Union; such agreement for prepayment by the City may require documentation and the Union is in a position to offer objective advice to their member.

III. Alcohol and Drug Testing

Should an employee become engaged in a tri-party "last chance agreement" between his/herself, the Union and the City, the terms of such last chance agreement may allow for random testing, but any such agreement is to be based on recommended procedures of the medical/treatment specialist(s). All records pertaining to such testing will be maintained in strictest confidence as per the provisions of this policy.

IV. Confidentiality

Documentation of alcohol and drug referral/treatment/followup conducted under this policy shall be done in confidence and based on a need-to-know basis. Medical updates and correspondence, laboratory reports or test results shall not be placed in the employee's personnel files, but kept in a separate folder under the exclusive control of the Director of Human Resources.

V. Incident Investigation and Disciplinary Action:

When there are reasonable grounds to believe the actions, appearance or conduct of an employee while on duty are indicative of the use of or being under the influence of alcohol and/or drugs, the supervisor and/or manager must immediately remove that employee from the workplace. Where reasonably practicable, documentation of the observed actions and behaviours should be made in writing as soon as possible after the incident and the Divisional Director and the applicable Manager, Human Resources should be contacted.

Documentation of an incident should, to the extent reasonably possible, include notes concerning some or all of the following:

- direct observation of the use of or possession of alcohol or illegal substance;
- time and location where the incident or behaviour occurred;
- Witnesses, if any, to the behaviour or incident;
- Work being performed by the employee at the time of the incident or behaviour;
- observed signs of alcohol or drug use impairment;



- patterns of erratic or abnormal behaviour;
- changes in the physical appearance, behaviour, speech patterns of the employee;
- evidence of unsafe work practices, equipment or property damage, observations of co-workers and/or bystanders including members of the public;
- information provided by a reliable, credible source;
- admission of use of alcohol or illegal substances by the employee.

Employees suspected of being under the influence of alcohol or substance use must not be permitted to remain at work, regardless of whether or not they occupy a “safety sensitive” position. Any determination concerning whether or not an employee is to be sent home will be made on a case-by-case basis by the Manager and/or Director of the operational area within which the employee works or is assigned.

Should an employee and Union accept participation in a treatment program, the employee may be required to satisfactorily participate in and complete the program as a condition of continued employment. These conditions will be documented and approved as part of a tri-party agreement with the employee, the Union and the City. The same conditions apply with respect to payment for treatment under this provision as those in effect for voluntary self-referral.

VII. Definition

As it relates to this policy,

Alcohol is any alcoholic beverage including, but not limited to, beers, wines or liquors.

Safety Sensitive Position is defined as a position in which an employee enters into situations or has control of processes or equipment that pose a significant hazard to themselves, their co-workers and/or the general public.

VIII. Successful Rehabilitation Refund

Should an employee undertake to pursue either a mandated or voluntary self-referral treatment program, the City will refund fifty percent (50%) of the enrolment cost paid personally by the employee to the residential facility if the employee successfully maintains his/her sobriety or substance use free state for a period of five years from date of completion of the residential treatment program. Such reimbursement is limited to the following provisions:

- the City must have been aware of and have documented the employee’s enrolment in a program at the time of initial entry – retroactive applications will not be accepted.
- the 50% financial reimbursement is to a maximum of \$5,000.00;
- the rehabilitation facility must be located in British Columbia;
- the reimbursement will be based on the cost of the facility residential program only – it will not consider such items as expenses, transportation, follow-up treatment/counseling/testing, etc.



- verification of success will be conducted by an addictions medical specialist selected by the City.
- Employees will apply for such reimbursement through the office of the Director, Human Resources.