



HUMAN RESOURCES

Fit for Duty OP001

POLICY

The purpose of this policy is to establish a consistent framework to prevent and/or address situations where individuals, while on College business or properties, are affected by the inappropriate use of drugs, alcohol, medication or any other substance that may jeopardize the safety of themselves, their co-workers, or members of the public. The College expects that all employees and contractors report fit for duty. The College is committed to assist and accommodate employees who seek supportive rehabilitation for substance abuse, wherever possible.

It is Southeast College's policy that:

- An employee or contractor shall ensure they are fit for duty;
- Employees shall be encouraged to inform their supervisor or Human Resources department about their use of any substance that may impair performance or compromise personal safety. Proof of medical authorization may be requested;
- Employees shall advise their supervisors whenever they witness concerns about a co-worker's fitness for duty;
- The Out-of-Scope supervisor in conjunction with Human Resources shall coordinate assistance and accommodation, if necessary;
- Employees who present unfit for work shall be asked by their supervisor to leave the workplace. The incident shall be reported to the Out-of-Scope Supervisor as well as Human Resources;
- Employees who continually report unfit for duty, and refuse to cooperate in the efforts towards creating a safe workplace, shall be subject to Progressive Discipline up to and including termination;
- The College reserves the right to declare certain jobs safety-sensitive;
- The possession, use, distribution and sale of drugs or alcohol and drug paraphernalia on College property is prohibited.

PURPOSE

The purpose of this policy is to establish consistent expectations for responding to situations where personnel may be unfit for duty while in the workplace.

SCOPE

This policy applies to all individuals while on College business or properties.

GUIDELINES

In some cases, an employee who is using drugs or alcohol inappropriately is addicted, and this addiction may be classified as a disability. As with other disabilities, employees who suffer alcoholism or other drug

HUMAN RESOURCES Fit for Duty OP001

addictions may need to be accommodated. Examples of substance dependence would include alcoholism and the abuse of legal and illicit drugs. A person who requires accommodation in order to perform the essential duties of his/her job has a responsibility to communicate this need to the employer and to cooperate with the accommodation efforts. Self-disclosure is encouraged. Refer to the Employee and Family Assistance Program. ([See Policy H203](#))

Definitions:

Fit for duty: not under the influence of any illicit drugs, alcohol, medication or any other substance that will hinder job performance or compromise the safety to the employee or others.

Progressive Discipline: An established procedure defined by the Collective Bargaining Agreement.

Safety Sensitive Job: A job requiring the employee to operate motorized vehicles, trucks, heavy equipment or machinery, or other job so defined by the College.

REFERENCES

[EFAP Policy](#)

[Southeast College Safety Plans](#)

[The Occupational Health and Safety Regulations, 1996](#)

Effective Date: May 2018

Date last reviewed: September 2009

Scheduled review date: May 2021

Approved by: Executive Management May 2018