

Fitness for Duty and Workplace Impairment

BACKGROUND

Fusion Education Association (FEA) is committed to maintaining safe, healthy and supportive learning and working environments where every employee is able to perform their responsibilities safely, effectively and professionally. Employees share a responsibility for ensuring they are fit for duty whenever they are working or representing FEA. Fitness for duty may be affected by alcohol, cannabis, illegal drugs, prescription or non-prescription medication, fatigue, illness or any other condition that impairs an employee's ability to perform their duties safely or effectively. FEA recognizes that substance dependence is a medical condition that may require support and accommodation. Employees are encouraged to seek assistance early so that appropriate supports can be explored. The Superintendent is responsible for implementing this administrative procedure.

DEFINITIONS

Fitness for duty means being physically, mentally and emotionally able to perform assigned duties safely, effectively and professionally without impairment that could affect the employee, students, colleagues or the public.

PROCEDURES

1. Employee Responsibilities: Employees shall:
 - a. report to work fit for duty;
 - b. immediately advise a member of the FELT Team or the Superintendent if they become unable to safely perform their duties;
 - c. use prescription and non-prescription medications responsibly and disclose only where accommodation or workplace safety may be affected;
 - d. cooperate in reasonable workplace safety and accommodation processes; and
 - e. contribute to a safe and healthy learning and working environment.
2. Workplace Expectations: Employees shall not:
 - a. report to work or remain at work while impaired;
 - b. possess, use, distribute or sell illegal drugs while engaged in work-related duties or on FEA property;
 - c. consume alcohol, cannabis or other intoxicating substances during work or while supervising students, unless specifically authorized for an approved work-related function and the employee remains fit for duty; or
 - d. place students, colleagues, visitors or the public at risk through impairment.
3. Support and Accommodation: Employees who voluntarily seek assistance for substance dependence or another medical condition affecting fitness for duty will be treated respectfully and confidentially. Fusion Education Association will provide reasonable accommodation to the point of undue hardship in accordance with applicable legislation.
4. Addressing Concerns: Concerns regarding an employee's fitness for duty will be addressed promptly, respectfully and in accordance with the principles of procedural fairness. Depending on the circumstances, concerns may be resolved through supportive intervention, workplace accommodation, investigation or corrective action in accordance with applicable administrative procedures.

LEGAL REFERENCES: *Education Act, Alberta Human Rights Act, Occupational Health and Safety Act, Occupational Health and Safety Code*

RELATED FEA ADMINISTRATIVE PROCEEDURES: #303 Employee Code of Conduct; #303 Employee Accountability and Progressive Discipline