

Administrative Procedure 418

Human Resources

EMPLOYEE IMPAIRMENT, SUBSTANCE USE, AND GAMBLING

BACKGROUND

Westmount Charter School Board (“the Board”) is committed to providing a welcoming, caring, respectful, and safe learning and working environment that supports the health, safety, and well-being of students, employees, and the broader school community.

The Board recognizes its responsibility, to the extent reasonably practicable, to ensure a safe, healthy, and productive workplace. Employees are expected to report to work fit for duty and to take reasonable care to protect their own health and safety, as well as the health and safety of students, colleagues, and others on school property or at school-related activities.

The Board acknowledges that the use of alcohol, cannabis, illegal drugs, restricted substances, or engagement in gambling activities can impair judgment, performance, and supervision, creating safety risks and undermining public trust. The Board also recognizes that substance use disorders and gambling disorders are medical conditions and is committed to education, early support, respectful intervention, and accommodation to the point of undue hardship.

This Administrative Procedure establishes clear expectations regarding employee impairment, substance use, alcohol, and gambling, while balancing safety, dignity, and support.

DEFINITIONS

For the purposes of this Administrative Procedure:

1. “Alcohol” means any substance containing more than 0.5% alcohol by volume.
2. “Drugs” means any substance that may cause impairment or intoxication, including illegal drugs, restricted drugs, and certain medications.
3. “Illegal Drug” means any substance whose possession, distribution, or use is unlawful in Canada, and includes illegal drug paraphernalia, as well as prescription or over-the-counter medications when used, possessed, or distributed unlawfully.
4. “Restricted Drug” means a legally obtainable substance, other than alcohol, capable of causing intoxication and subject to legal restriction.
5. “Medication” means any prescription or over-the-counter drug used lawfully and as directed, including medical cannabis.
6. “Impairment” means a state in which an individual’s ability to perform duties safely, effectively, or appropriately is compromised.
7. “Fit for Duty” means the ability to perform assigned duties safely, responsibly, and effectively, including appropriate student supervision.
8. “Gambling” means participating in activities involving payment or consideration, chance, and the possibility of winning money or a prize, including activities regulated under the *Gaming, Liquor and Cannabis Act*. For the purpose of this Administrative Procedure, gambling does not include:
 - 8.1. instructional or curricular activities (e.g. probability games, simulations, or math-based learning activities);
 - 8.2. staff social activities that involve no financial risk or personal gain;

- 8.3. informal pools or contests that are not conducted during working time, do not involve students, do not interfere with duties, and do not result in personal profit; or
 - 8.4. activities conducted in compliance with applicable laws and, where required, with Board approval.
9. “Substance Use Disorder” and “Gambling Disorder” have the meanings recognized in clinical and medical practice.

PROCEDURES

1. General Expectations

- 1.1 All employees must report to work fit for duty and remain fit for duty throughout the workday.
- 1.2 This Administration Procedure applies:
 - 1.2.1 on school property;
 - 1.2.2 during instructional hours;
 - 1.2.3 at school-sponsored or school-related activities;
 - 1.2.4 during off-site activities, meetings, or professional learning; and
 - 1.2.5 while supervising students, including field trips and overnight excursions.
- 1.3 Employees are expected to model behaviour consistent with Westmount Charter School’s values and maintain public trust in their professional role.
- 1.4 No employee may be impaired while working on school property or at any school-related activity.
- 1.5 No employee may use, possess, distribute, or sell illegal drugs or restricted drugs while working or at any school-related activity.
- 1.6 No employee may use non-medical cannabis while working, on school property, or at any school-related activity.
- 1.7 No employee may gamble while working or during any school-related activity.

2. Alcohol

- 2.1 Alcohol is not permitted on school property during regular operational hours.
- 2.2 No alcoholic beverages may be served, sold, or consumed while students are present in the building or under staff supervision.
- 2.3 Staff supervising students must not consume alcohol or be under its influence during any portion of a field trip, overnight excursion, or school-related activity in which they remain responsible for student supervision.
- 2.4 The Superintendent may approve alcohol consumption at specific staff-only events, provided that:
 - 2.4.1 approval is granted in advance and in writing;

- 2.4.2 the event occurs when students are not present;
 - 2.4.3 employee fitness for duty is not compromised;
 - 2.4.4 the event is held at an appropriate off-site venue or approved school-based staff function; and
 - 2.4.5 all applicable licensing requirements (e.g., *Private Non-Sale Special Event License*), responsible service protocols, and liability considerations are met.
- 2.5 Principals are responsible for ensuring compliance with this Administrative Procedure at school-based events.

3. Medication and Disclosure

- 3.1 Employees may use medication as prescribed or directed, provided it does not impair fitness for duty.
- 3.2 If medication use may reasonably be expected to cause impairment, the employee must disclose this to the Human Resources Director.
- 3.3 The Board will accommodate medical needs to the point of undue hardship.
- 3.4 Medications brought onto school property must be stored securely and not accessible to students.

4. Reporting and Response

- 4.1 Employees who believe they may be impaired must remove themselves from duty and notify their supervisor.
- 4.2 Employees who reasonably believe another employee may be impaired must report their concerns to a supervisor.
- 4.3 Supervisors may remove an employee from duty when there are reasonable safety concerns and may require medical clearance before returning to work.

5. Support, Accommodation, and Discipline

- 5.1 The Board recognizes substance use and gambling disorders as medical conditions.
- 5.2 Employees are encouraged to access the *Employee and Family Assistance Program (EFAP)*.
- 5.3 Voluntary disclosure will not, in itself, result in discipline.
- 5.4 Where misconduct occurs, progressive discipline may be applied in accordance with the *Education Act* and principles of fairness and proportionality.
- 5.5 Post-incident return-to-work plans may be required where appropriate, focusing on safety, accommodation, and successful reintegration.

6. Confidentiality and Privacy

- 6.1 Personal information collected under this Administrative Procedure will be protected.
- 6.2 Information will be collected, used, disclosed, retained, and safeguarded in accordance with the *Protection of Privacy Act (POPA)* and the *Access to Information Act (ATIA)*.
- 6.3 Information will be limited to what is directly related to and necessary for the administration of this procedure.

Legal Reference:

Education Act
Protection of Privacy Act (POPA)
Access to Information Act (ATIA)
Gaming, Liquor and Cannabis Act

Cross Reference:

AP 406 - Suspension and Dismissal of Employees

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Due for Review:

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