



TITLE: Fit for Duty Policy
NUMBER: ADM-005
CATEGORY: Administration
DATE: September 26th, 2018
REFERENCES: By-Law 2018-85

1.0 Background

The Municipality of Centre Hastings is committed to providing its services in an efficient and professional manner in keeping with its mission and values and to delivering its services within a safe and healthy workplace.

In keeping with its commitment to maintaining a safe and healthy workplace, the Municipality of Centre Hastings and its employees have a shared responsibility to maintain a safe workplace, free from the negative effects of alcohol and other drugs.

2.0 Duty to Report Fit for Work

Impairment can adversely affect the health, safety, performance and conduct of employees on the job, and impose hardships on the municipality, employees, colleagues and families.

Impairment in the workplace is unacceptable. Employees are required to report to work fit for duty.

"Fit for Duty" means reporting to work in a condition (physically and mentally) that allows you to safely perform your assigned duties and responsibilities to an acceptable standard and in a manner that does not compromise or threaten your and/or others' safety or health. For greater certainty, the requirement to report fit for duty does not preclude you from reporting to work while afflicted by a minor, transient illness or injury such as a headache, cold, etc..., provided that your illness or injury does not pose a reasonable, foreseeable threat of further injury to you or others.

3.0 Policy

- 3.1 Managers and supervisors are responsible for enforcing this Policy.
- 3.2 Managers and supervisors whom identify an employee impaired by drugs and/or alcohol and who poses a safety threat are to take immediate, appropriate action, including, by way of example, re-assigning the employment to non-safety sensitive work (where reasonable, in the circumstances) and/or sending the employee home (with transportation arranged).
- 3.3 Employees whom are not fit for duty on account of alcohol or drugs are to immediately report their condition to their supervisor or manager.
- 3.4 Employees shall not consume, possess, sell or distribute alcohol, cannabis, prescription drugs and/or illegal drugs in the workplace or on municipal property.

3.5 Employees whom suffer from a disability, including substance abuse, are entitled to assistance and accommodation from the municipality, and are required to seek such accommodation immediately and prior to any incident, accident and/or breach of this Policy. The municipality will provide support and accommodation to employees unable to perform the essential duties of their positions, to the extent required by law, taking into account costs, funding and health, safety and other relevant considerations. Accommodations will be discussed and provided on a case-by-case basis.

3.6 Employees are to inform their supervisor and/or manager if they have reason to believe that a colleague is not fit for duty.

3.7 Violations of this Policy may lead to discipline up to and including dismissal for cause.

4.0 Confidentiality

Information provided to the municipality by employees seeking accommodations will be kept confidential and private and will only be used by the municipality for the purposes of accommodations.

Individuals who report to their supervisor/manager suspicions that another person being not fit for duty may do so in confidence, and the reporting individual's information and identity will be kept confidential to the extent possible but subject to any disclosure requirements imposed by law.

5.0 Related Policies

This Policy shall be read and construed in conjunction with Municipality of Centre Hastings Personnel Policy.

6.0 Questions

Any and all questions or concerns regarding this Policy shall be addressed to the CAO.



The Municipality of Centre Hastings Fit for Duty Policy Agreement

I _____ have read and understand the
ADM-005 Municipal Fit for Duty Policy and hereby agree to adhere to the
terms of this policy.

Employee Signature

Date