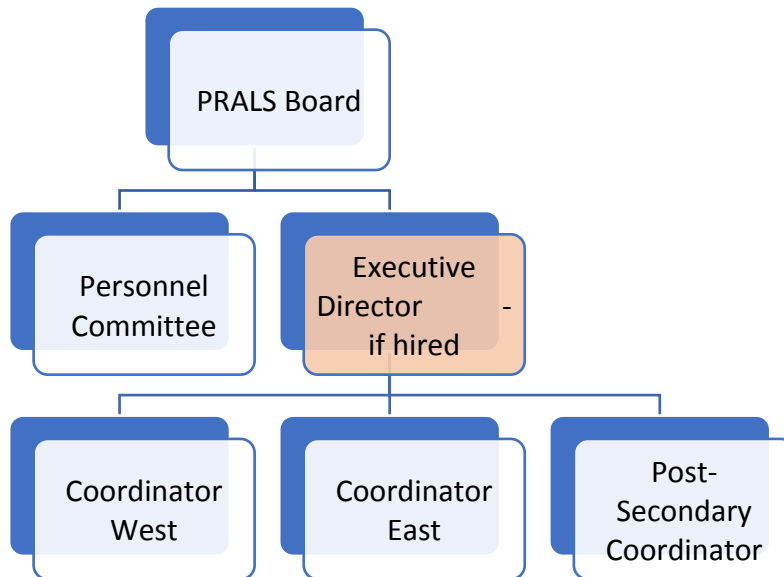


PRALS Human Resources Policy

Organizational Chart



Organizational Reporting Structure

1. The Executive Director is responsible to the PRALS Board.
2. Coordinators are responsible to the Executive Director. In the absence of an Executive Director, the Coordinators are responsible to the PRALS Board. They are non-voting attendees at Board meetings.
3. The Coordinator East and the Post-secondary Coordinator comprise the Ponoka Learning Centre Staff.
4. Other employees report to the applicable Coordinator.

Conditions of Employment

Employment requirements

1. All employees, prior to commencing employment, must submit a current (within 3 months) criminal record check. Should this check indicate a criminal record, the personnel committee will review the circumstances to determine suitability for the position.
2. All employees shall be required to sign a code of conduct. *See Appendix V*
3. The probationary period for new employees is three months. Based on the employee's performance and a performance review, the probationary period may be extended to six months.
4. All staff must maintain the highest standards of professionalism and conduct when attending work, informal and formal meetings or representing the Ponoka Learning Centre. This includes

not being under the influence of non-prescribed drugs or alcohol. Non-compliance will result in disciplinary action and possible termination. *See Appendix VI*

5. Harassment

Employment categories

Staff may be designated as one of the following categories depending upon the terms of their contract.

1. Permanent employee: An employee on continuous contract. The employee is paid monthly at a standard rate
2. Term Certain employee: An employee on a continuous contract who is employed for a portion of the year or for designated weeks of the year. The employee is paid monthly for designated months with a rate that reflects the hours of the position.
3. Casual employee: An employee who is employed by the hour on an “as needed” basis. Monthly payment is based on hours submitted.
4. Contract worker: A person hired to complete a specified task with a defined time limit and payment based on completion of the task. Contract workers
5. Permanent and Term Certain employees working on a part time basis will work the days specified in their contract summary unless arrangements have been made under the flex time policy. Each calendar year a contract summary shall be prepared and reviewed with the employee specifying the category of employment, whether the employee is working full time or part time hours and the rate of pay for the period. Where changes in employment occur within a calendar year, a revised contract summary shall be prepared.

Working Hours:

1. When a Coordinator is hired, working hours are to be agreed upon between the Coordinator and the Personnel Committee.
2. Employees are expected to report any anticipated absences to their supervisor. Coordinators report absences to the Board Chair or designate.
3. Instructors are expected to report any anticipated absences to the responsible Program Coordinator. In cases where instructors will miss a meeting or class, it is their responsibility to inform their students and anyone else concerned.
4. Additional hours will only be worked with the prior approval of the Board or Executive Director.
5. Time worked over regularly scheduled hours will be banked as time-in-lieu and is to be used within 6 months of banking, as per Alberta Employment Standards except that in no case shall it carry past 30 June, program year end.
6. Overtime (over 44 hour/week or 8 hours/day) will be tracked and banked at 1.5, according to the Alberta Employment Standards Code, and is to be used within 6 months of banking, except that in no case shall it carry past 30 June, program year end.
7. Activities of the PRALS, including those at the Learning Centre cease for the month of July.
8. Timesheets must be submitted to the Chair or designate for approval before payment.

General Holidays:

1. The Employment Standards Code names the following nine days as general (stat) holidays:

<i>New Year's Day</i>	<i>Alberta Family Day</i>	<i>Good Friday</i>
<i>Victoria Day</i>	<i>Canada Day</i>	<i>Labour Day</i>
<i>Thanksgiving Day</i>	<i>Remembrance Day</i>	<i>Christmas Day</i>

2. The Society recognizes the following days as additional general holidays for their employees:

<i>Boxing Day</i>	<i>Heritage Day</i>
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3. General Holiday/Stat Pay: All employees are eligible for General Holiday/Stat Pay, calculated as per the Alberta Employment Standards Code.

Vacation:

1. Unless otherwise stipulated under terms of employment, basic entitlement to annual vacations for permanent full-time employees is as follows:
 - a. After one year of employment, employees are entitled to two weeks vacation with pay; after five accumulated years, employees are entitled to three weeks vacation with pay.
 - b. Or In the first four years of employment, vacation pay is four percent of gross annual salary earned. In the fifth and subsequent years, vacation pay is six percent of wages earned.
2. For Term Certain and Hourly employees, vacation pay is added to the wage at a percentage rate. In the first four years of employment, minimum vacation pay is four percent of gross annual salary. In the fifth and subsequent years, minimum vacation pay is six per cent of gross annual salary.
3. There is no qualifying period before an employee is entitled to Vacation pay.
4. Vacation time must be taken within in the 12-month period after the employee becomes entitled to the vacation.
5. Vacations must be given in one unbroken period unless the employee requests the vacation in shorter periods
6. Employees paid a monthly salary receive their regular rate of pay for the time of their vacation. All other employees receive vacation pay as a percentage of the wages for the year for which vacation was given.
7. An employee, if eligible for a general holiday which falls within that employee's annual vacation, is entitled to take off either the first scheduled working day after the vacation, or in agreement with the supervisor, another day before the next annual vacation.
8. If employment with the Society is terminated, the employee must be paid the unpaid vacation entitlements for the previous year plus vacation pay (at 4% or 6% depending of the length of employment) earned in the current year.

Sick Leave:

1. All employees are expected to notify the person they report to if they are ill or unable to work.

2. Both full-time and part-time employees are entitled to sick leave. Sick leave is not earned and therefore, unlike vacation pay, is not paid if an employee resigns or is dismissed.
3. Sick leave is allowed in the case of illness or injury to the employee only.
4. Full time employees are entitled to 1.5 days per full month of employment to a maximum of 18 days per year. This is calculated from the anniversary date of their employment for that year. In the second year of employment, employees are automatically eligible for 18 days of sick leave. Sick leave may accumulate from year-to-year to a maximum of 90 working days. In cases of leave over 2 weeks, this benefit will be integrated with Employment Insurance benefits. Part-time employees are entitled a period of leave that is pro-rated to their weekly hours of work.
5. Up to 30% of sick leave days may be taken for personal reasons such as medical appointments.
6. Employees are not eligible for sick leave during the first three months of employment (the probationary period). However, there may be cases where some compensation for an employee still on probation is considered appropriate. Such a decision is made at the discretion of the Board.
7. An employee absent for more than three days must supply a medical certificate or a fit to return to work certificate for non-physical conditions.

Unpaid Leave of Absence

1. All employees are eligible for job-protected leaves after being employed for 90 days.
2. All leave without pay shall conform to the regulations of the Alberta Employment Standards Code. The following leaves are outlined in the Code.

Short-term leaves

- Bereavement leave
- Citizenship ceremony leave
- Domestic violence leave
- Personal and family responsibility leave

Long-term leaves

- Compassionate care leave
- Critical illness leave
- Death or disappearance of child leave
- Long-term illness and injury leave
- Maternity and parental leave
- Reservist Leave

4. Unpaid leave of absence due to illness or other reasons is granted at the discretion of the Personnel Committee.
5. Employees subpoenaed to serve as jurors or witnesses in any court shall be paid their regular pay. Any compensation received by the employee from the court with the exception of compensation for food and travel shall be paid to the Society.
6. Bereavement leave shall be extended to an employee for up to 5 working days with pay in the event of the death of an immediate family member. Immediate family is as defined in Alberta Labour Standards. For employees with three months' service or more, this leave is with pay. If, for compassionate reasons, additional time is required, it may be granted without pay.

General Benefits:

1. Mandatory (Employment Insurance and Canada Pension Plan) benefits will apply to Permanent, Term Certain and Casual employees.
2. In lieu of health benefits, \$600 annual will be made available for health spending for Permanent and Term Certain employees working 21 hours per week or more. Payment will be issued twice annually
3. (January and June) Eligible expenses include private health coverage premiums, medical, vision, dental and paramedical services. Receipts may be requested for verification. Employees are eligible for health benefits at the end of their probationary period.
4. Employees may attend any Adult Learning Society course free providing there is no direct cost to the Society. Courses must have achieved the minimum number of students to cover costs and not have reached the maximum number so that a paying student is displaced. Employees attending classes without charge must pay for any materials costs associated with the class.
5. Permanent and Term Certain Employees are eligible for a flat rate monthly reimbursement for local travel at a rate specified on their contract summary.

Training and Professional Development

1. It is the expectation that all employees will participate in appropriate training and professional development that improves job-related expertise:
 - a. Training required to meet grant and Society guidelines.
 - b. Training and development identified during annual reviews to support growth within the existing job role and next steps within the Adult Learning field.
2. Training and professional development may be taken with pay by Permanent, Term Certain and Hourly Employees.
3. Full time employees may attend up to 10 days/\$200 per day of training and professional development. Travel and attendance time may be taken in lieu if the event occurs on non-scheduled work days.
4. Part time employees are eligible for Training and Professional development on a prorated basis.
5. All training and professional development is subject to approval by the Chair, in consultation with the HR Committee, as needed.

Performance Management

1. Performance management is a year-round process of planning, communication, review, feedback, coaching, development and recognition.
2. Employee performance is formally reviewed at least once a year by the personnel committee. The performance evaluation/appraisal compares overall performance goals, expectations and actions, and provides feedback on results, activities and action plans in order to meet organizational needs and enhance personal and professional development. The discussion also sets goals and targets for the upcoming year. The performance appraisal is an opportunity to discuss areas of agreement or disagreement regarding the employee's performance.
3. The Coordinators shall be evaluated by the Personnel Planning Committee with input from the Society. Any other employees shall be evaluated on an annual basis by the Manager and/or a

member of the Personnel committee on the objectives set out at the beginning of the employment term. Where a work plan is in existence, this shall form the basis for evaluation. Otherwise the job description shall be used.

4. New employees shall be evaluated at the end of their probationary period. Probationary period is three to six months.
5. Evaluations are confidential and must be signed and dated by both parties involved. Signatures indicate the parties have read the evaluations and do not imply agreement.
6. In cases where corrective action or remedial measures are required, the Society shall work closely with the employee to plan, monitor and document the success of these actions.

Employee Resignation

1. All staff are required to provide a written notice of the resignation to the Board. The length of notice an employee is expected to give should reflect the duration of the employment as outlined by Employment standards
2. Contract staff must fulfil the requirements for terminating their contract as specified in the contract.
3. Neither the employer nor the employee is obliged to give notice of termination during the probationary period.

Employee Termination

1. An employee may be dismissed due to incompetence or other just cause determined by the Personnel Committee. Terminations, whether for cause or lack of work, shall be administered in accordance with Alberta Employment Standards.
2. The employee shall be provided with a written statement outlining the reasons behind the termination.
3. Neither the employer nor the employee is obliged to give notice of termination during the probationary period.
4. The length of notice an employer is required to give depends on the duration of the employment as stipulated by Employment Standards and must be in writing.

Expenses

1. Mileage will be reimbursed for travel costs related to a round trip of more than 25 kilometres at the rate at which Advanced Education reimburses travel. Where staff are expected to use their personal vehicles to pick up supplies or run office errands, a monthly flat rate reimbursement of \$50 per month for a full-time employee shall be paid. Part time employees will receive reimbursement on a prorated basis.
2. Where staff are expected to travel for work, meals will be reimbursed where required at the following maximum rates with receipts. Breakfast: \$10. Lunch: \$15. Supper: \$25

Workplace Safety

1. Society will ensure that during office hours there is always at least one staff member with an up-to-date Emergency First Aid certification. At all given points in time, Society will ensure that there are two staff members on payroll with Emergency First Aid certification.
2. All staff and instructors shall work in a manner that promotes safety in the workplace and upholds our Diversity and Inclusion Principles - Appendix IV.
3. Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating, or offensive behaviour likely to cause offense or humiliation, will not be tolerated and may result in disciplinary measures up to and including termination.
4. Staff and instructors working in Society Facilities must receive a safety orientation as described by the Safety Policy. All staff working in the facility must review the Emergency Procedures annually.
5. Where instructors are working outside Society Facilities, due diligence shall be observed to ensure that the instructors have received orientation to their facilities and are aware of appropriate responses in case of emergency.
6. From time to time there may be only one staff /instructor on site. To ensure that risk is minimized, staff and instructors are advised to follow the guidelines below:
 - a. Wear the emergency alert lanyard when working by yourself in the building. This device when pressed will contact the security service in the event that you need help of any kind. The lanyard is found in the Safety Manual behind the front desk.
 - b. Lock the outer door when working outside of normal work hours unless you are receiving clients.
 - c. Avoid handling of hazardous substances or performing hazardous activities such as going up on ladders.
7. Staff and contractors who make home visits will review with their supervisor the Employer's Work Safe Procedures (See Appendix III). All persons working for the Society in this capacity shall follow the guidelines below when making home visits.
 - a. Carry with them a cell phone for communication.
 - b. Prior to entering the home, inform their supervisor or designated alternate of their location and the approximate time they anticipate being in the home.
 - c. After leaving the home, will inform the supervisor/alternate that the visit is complete.

Conflict Resolution

1. When there is a disagreement of conflict between individuals or groups, the first step is to attempt to resolve it face-to-face in a rational and amicable manner. The Society may include an impartial third part who can assist in resolving the conflict.
2. If a conflict between employees is not resolved to the satisfaction of both parties it must be taken to the Chair.
3. if the dispute is between staff and Society members, or between Society members, it shall be taken to the Personnel Committee or to an ad hoc Grievance Committee of three members appointed by the Society.

Grievance Procedures

An employee who has a grievance or problem related to his or her work shall first discuss it with the Coordinator or Chair of the Personnel Committee. In the case of the Coordinator, he or she will discuss it first with the Chair of the Personnel Committee. If the matter cannot be resolved to the satisfaction of the employee, it shall be dealt with as follows:

The grievance shall be put in writing and presented to the Chairperson within 10 days of the incident on which gave rise to the grievance. The Chairperson shall meet with the employee within 5 days of the notice and shall respond to the grievance within 5 days of the meeting.

If the employee wishes to appeal the Chairperson's decision, the employee may lodge an appeal to the Society within 5 days of receiving the Chairperson's response. The Society shall render its decision on the appeal and that decision shall be final and binding.

If the Chairperson has a grievance, a written statement is to be presented to the Chair of the Personnel Committee. A process similar to that of an employee shall be followed.

1. If the Coordinator has a grievance or problem related to their work, they will discuss it with the Board Chair. If the grievance is related to the Board Chair then any member of the Executive Committee may be approached. If the matter cannot be resolved to the satisfaction of the Program Manager, the following procedure will occur:
 - a. The grievance will be put in writing and presented to the Personnel Committee within 10 days of the incident which gave rise to the grievance.
 - b. The Personnel Committee will meet with the Program Manager within 5 days of the notice and will respond to the grievance within 5 days of the meeting; this decision will be final and binding.
2. If any other staff person has a grievance or problem related to their work, they will discuss it with the Program Manager. If the grievance is related to the Coordinator, then the Chair of the Board may be approached. If the matter cannot be resolved to the satisfaction of the Staff Person, the following procedure will occur:
 - a. The grievance will be put in writing and presented to the Personnel Committee within 10 days of the incident which gave rise to the grievance.
 - b. The Personnel Committee will meet with the staff person(s) within 5 days of the notice and will respond to the grievance within 5 days of the meeting; this decision will be final and binding.
3. If any person, other than staff, has a grievance or concern related to their safety or of the behaviour of another person within the Ponoka Learning Centre the following procedure will be followed:
 - a. The initial grievance is to be brought to the Program Manager or Student Advisor. The matter will be dealt with in discussion with related person(s), unless deemed serious enough to be brought immediately to the Personnel Committee.
 - b. If Program Manager, Student Advisor, and/or the individual with the concern feel that it has not been effectively resolved:

- i. The grievance will be put in writing and presented to the Personnel Committee within 10 days of the incident which gave rise to the grievance.
- ii. The Personnel Committee will meet with the person(s) within 5 days of the notice and will respond to the grievance within 5 days of the meeting; this decision will be final and binding.

APPENDIX III

GUIDELINES FOR EMPLOYEES/CONTRACTORS MAKING HOME VISITS

As per the Ponoka Rimbey Adult Learning policy, staff or contractors who make home visits, will carry with them a cell phone for communication. Prior to entering the home, they will inform the coordinator or designated alternate of their location and the approximate time they anticipate the visit to be. After leaving the home, they will inform the coordinator or designated alternate that they have completed the visit. While the majority of the time home visits are carried out with no worry or concern, the following document has been prepared to ensure that your safety is always taken into consideration.

Home Visit Safety Tips

While on a home visit, workers should remember the following safety tips:

- YOUR Safety Comes First! If you feel unsafe, leave the situation and contact your designated person.
- Ensure that the designated person knows the time and place of the appointment and the expected time of return.
- Dress appropriately and in a manner that blends into the community.
- Walk close to buildings or close to the curb in an effort to have at least one safe side. Stay away from bushes, alleys, and dark corners, if possible.
- Know the route in and out of the area by examining a map or by talking with others beforehand. Do not wander or appear lost or confused.
- Park as close to the home as possible and in a way that helps ensure an easy exit. Keep the car keys in hand (or jean pocket) while entering and exiting the home so they are easily available.
- Be aware of your surroundings at all times. Enter and leave homes carefully, noticing doors, windows, neighbors, loiterers, and anything or anyone that may be a risk to safety.
- If unsure of the safety or surroundings of the location, move to another spot by suggesting taking a break or getting a cup of coffee and finish talking there.
- Attempt to keep a clear path to an exit.
- Be aware of dogs that may pose a threat.
- Follow intuition and take action if feeling afraid or threatened. Leave the home or call 911 if necessary.
- Have access, if possible, to technology that may assist with safety issues (e.g., GPS systems, cell phones).

In cases where drugs and alcohol may be an issue in the family or the surrounding community:

- Go to the home with another worker, particularly if the home is in an area known for drug dealing.
- Be aware of any signs that indicate a drug deal is occurring. In such situations, do not enter the home.

Be aware of homes or other living environments that may be used as a clandestine drug factory. Anyone without proper training and protective gear should stay at least 500 feet away from any suspected laboratory. The following are signs of a possible lab:

- Strong or unusual chemical odors:
- Laboratory equipment, such as glass tubes, beakers, funnels, and Bunsen burners
- Chemical drums or cans in the yard
- A high volume of automobile or foot traffic, particularly at odd hours
- New, high fences with no visible livestock or other animals.

If one or both parents appear to be intoxicated leave the premise and call the designated person regarding the concern.

APPENDIX III

CHECKLIST FOR EMPLOYEES/CONTRACTORS MAKING HOME VISITS

- Prior to agreeing to any appointments, I will contact the referring agency to ensure I am aware of any high-risk situations.
- Two people will attend the first visit with any family (Agency Referred or Stettler Adult Learning).
- I am aware of the home visit safety tips to assist in my awareness.
- I will follow the employer's safe work guidelines when meeting clients at their premises
- I will observe client behavior while on a home visit and report any concerns to the designated person.
- I will observe the client location (unsafe area, isolation, poor lighting, unlit parking, unsafe building) and report concerns to the designated person.
- I will observe the presence of dangerous items (weapons, vicious pets)
- Prior to agreeing to any appointments, I will contact the referring source to ensure I am aware of any high-risk situations.
- I will use my cell phone to maintain regular contact with the office.
- I will phone or text the designated person prior to and after leaving the client's premises.
- "Buddy system" – arrange for a second person to accompany me on any visits, if required.
- If necessary, I will arrange to meet the client at an alternate safe location.
- I will defer visit until proper safety measures can be met.
- I will provide the designated person of my client schedule with home addresses on a monthly basis. I will notify the designated person of any changes to this schedule.

I understand and agree to comply with the employer's home visit policy, as outlined in the Employee/Contractor – Home Visit Guidelines, when meeting with clients away from the base office.

Signature

Witness

Print Name

Print Name

Date

Date

APPENDIX IV

Diversity and Inclusion Principles for Ponoka Rimbey Adult Learning

- We acknowledge that what makes us diverse are characteristics that are visible (language, gender, sex, race, age, etc) and non-visible (learning styles, education, economic status, upbringing, experiences, talents and skills, cultural practices).
- We believe that what makes us - as individuals - 'diverse' does not make us less-than or better-than others, it is what makes us unique.
- We strive to create an environment where everyone feels accepted and comfortable to be themselves.
- We are open, accepting, and able to work with diverse learners.
- We work to remove barriers that may inhibit participation of individuals in our programs.
- We continue to develop our own understanding and adaptability to new expressions of diversity, as our learner profile and society's understanding evolves.
- We educate ourselves and build expertise within the team, as needed, to better support learners.
- We reflect diversity in our visual materials.
- We reflect diversity in our team, board and committees, instructors, facilitators, and learning coaches.
- When we find ourselves talking about 'them', we find a way to include those voices in our discussion and decisions.

APPENDIX V
Code of Conduct for all Staff Persons
Ponoka Rimbey Adult Learning Society

The PRALS is committed to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting on behalf of the Society. This Code of Conduct is regarded as minimum expectations for performance.

1. **Compliance with Laws** - The PRALS Staff Person will conduct the organization's business in accordance with applicable legislations, including but not limited to: Employment Standards Code of Alberta, Freedom of Information and Protection of Privacy Act, Personal Information Protection Act, and Alberta Human Rights legislations.
2. **Compliance with the Policies of the Organization** - The PRALS Staff Person will comply with the policies of the PRALS, as they relate to their position.
3. **Conflict of Interest** - PRALS Staff Person must Ponoka act in the best interests of the SLC and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of the organization.
4. **Confidentiality** - The PRALS Staff Person must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the PRALS. This includes information about volunteers, Board members, funders, donors, member organizations, partners, employees, contractors, and clients. The PRALS Staff Person must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted. FOIP and PIPA guidelines are to be respected at all times.
5. **Use of Materials and Property** - Materials and programs developed for PRALS are the property of the organization and are not to be used in situations external to the organizations without prior approval.
6. **Drug and Alcohol abuse** - The PRALS Staff person must maintain the highest standards of professionalism and conduct when attending work, informal and formal meeting, representing the PRALS. This includes following the PRALS and Alcohol policy, as outlined in Appendix VI
7. **Discrimination** - The PRALS Staff Person is expected to comply with the Alberta Human Rights Act and not to discriminate by reason of race, religious belief, colour, gender, mental or physical disability, marital status, ancestry, age, place of origin, family status, source of income, or sexual orientation. The PRALS Person is expected to uphold the PRALS Diversity and Inclusion Principles.
8. **Harassment** - interpreted as unwelcome conduct, comment, gesture, contact, or intimidating, or offensive behaviour likely to cause offense or humiliation, will not be tolerated and may result in disciplinary measures up to and including termination.

I acknowledge that I have read, understand, and agree to abide by the PRALS Code of Conduct (above):

Signature

Witness

Print Name

Print Name

Date

Date

APPENDIX VI

Drug and Alcohol Policy

Ponoka Rimbey Adult Learning Society

PRALS is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse and abuse.

Expectations: The following expectations apply to all employees while conducting work on behalf of the Society, whether on or off Learning Centre property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is prohibited
- Employees are expected to manage potential impairment during working hours due to the legitimate use of medications. Employees are required to contact their personal physician, pharmacist or designated medical provider to determine if the medication or combination of medications can have a negative impact on performance, and to take appropriate steps to manage any associated risk.
- Employees on medication that may impact work functions must disclose to the manager any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

Roles and Responsibilities:

Ponoka Rimbey Adult Learning Society will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy on a regular basis.

Coordinators will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support and is not disciplined for doing so; and
- Maintain appropriate confidentiality and employee privacy.

All Employees must:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;

- Perform work in a safe manner in accordance with company established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours;
- When off duty, refuse to come into work if requested, if unfit for duty with no repercussions from the Society;
- Report limitations and required modifications as a result of inhibiting medication;
- Report unfit co-workers to management;
- Seek advice and/or appropriate treatment, where required; and
- Communicate dependency or emerging dependency to the Board

PROCEDURES

Suspicion of Impairment

The following procedure will be enacted if there is reasonable belief that an employee is impaired at work:

1. Any concern should be brought to the employee's supervisor
2. Next, the manager/supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or there is an odour of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work" this decision is made based on the best judgment of their manager and DOES NOT require a breathalyzer or blood test. The employee will be advised that PRALS has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager/supervisor or another employee if necessary.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse Ponoka Learning Centre organized transportation and make the decision to drive their personal vehicle the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting will be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan.

Substance Dependency

Ponoka Rimbey Adult Learning Society understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. PRALS promotes early diagnosis. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.

Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected, and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort. All medical information shall be kept confidential by the Society, unless otherwise authorized by law.

Agreement for the Continuation of Employment

Ponoka Learning Centre reserves the right to invoke an Agreement for the Continuation of Employment in accordance with an employee's commitment to become, and remain, alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions. An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.

Disciplinary Action

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on Ponoka Learning Centre premises).