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New Hire Documentation Package (For Firefighters)

- RCMP Criminal Record Check (with vulnerable sector)
- Alberta Registry Driver's Abstract (current within 3 months)
- Employee Information Form
- Employee Direct Deposit Information – VOID Cheque or Direct Deposit Form
- Beneficiary Form
- Provincial Tax Form (current year)
- Federal Tax Form (current year)
- Photocopy of Driver's License
- Drug & Alcohol Policy Sign-off Form
- Confidentiality Policy



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DATE:

ATTN: Westlock RCMP Detachment
10807 104 Ave
WESTLOCK AB T7P 1B3

RE: Volunteer Position with the Village of Clyde Fire Department

This is to verify that the above mentioned individual is applying to be a volunteer firefighter with the Village of Clyde Fire Department.

As part of the requirements, we require an RCMP criminal records check with vulnerable sector, to be done on this individual.

Should you have any questions, please feel free to call me.

Thank you for your assistance in this matter.

Sincerely,

Jaye Parrent
Assistant Chief Administrative Officer
Village of Clyde Fire Department
Ph: 780-348-5356



PERSONNEL INFORMATION FORM

PERSONAL INFORMATION		
FIRST NAME:	LAST NAME:	MIDDLE INITIAL:
ADDRESS:		
TOWN/PROVINCE:	POSTAL CODE:	
HOME PHONE:	CELL PHONE:	
EMAIL ADDRESS:		
SOCIAL INSURANCE NUMBER:	DATE OF BIRTH:	
PAYROLL INFORMATION		
Please attach a photocopy your Driver's License (or other photo Identification) <input type="checkbox"/> <input type="checkbox"/> Social Insurance Card Information Included Copy of Driver's License (or photo ID) attached		
The Village of Clyde issues payroll earnings via monthly Direct deposit. A void cheque or direct deposit bank Form must accompany this form for payroll direct deposit. <input type="checkbox"/> Direct Deposit Bank Form Attached <u>OR</u> <input type="checkbox"/> Void Cheque Attached		
Are you in receipt of CPP payments? <input type="checkbox"/> Yes (If yes', please attach the "Notice of Entitlement" from Human Resources Development Canada.) <input type="checkbox"/> No		
EMERGENCY CONTACT INFORMATION		
NAME:	RELATIONSHIP:	
HOME PHONE:	CELLPHONE:	
SIGNATURE		
EMPLOYEE SIGNATURE:	DATE:	
HR USE ONLY		
Documents Received:		
SIGNED OFFER OF EMPLOYMENT <input type="checkbox"/>	LAPP ENROLMENT <input type="checkbox"/>	PROCESSED BY: _____
PHOTOCOY OF ID <input type="checkbox"/>	DRIVER'S ABSTRACT <input type="checkbox"/>	
TD1 FORM & TD1AB FORM <input type="checkbox"/>	CRIMINAL RECORD CHECK <input type="checkbox"/>	ASSIGNED EMPLOYEE ID #: _____
VOID CHEQUE/BANK DEPOSIT FORM <input type="checkbox"/>	CHILD WELFARE CHECK <input type="checkbox"/>	



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BENEFICIARY IN THE EVENT OF DEATH

Policyholder Name (The Organization): VILLAGE OF CLYDE FIRE DEPARTMENT

Member Last Name

First and Middle Names

Date of Birth

If more than one beneficiary is appointed, proceeds will be payable in equal shares, unless otherwise indicated.

I revoke any previously appointed Primary and Contingent beneficiary(ies). I understand that policy proceeds will now be payable to:

Primary Beneficiary- If living at my death:				
Last Name	First Name	Relationship to Member	Age if Under 18	% of Proceeds

Contingent Beneficiary- If Primary Beneficiary pre-deceases me:				
Last Name	First Name	Relationship to Member	Age if Under 18	% of Proceeds

Trustee: -If a Beneficiary is under Age 18 at the time of my Death, proceeds will be held in Trust by:		
Last Name	First Name	Relationship to Member

To Be Completed by Policyholder:	
Insurance Company	Policy Number

Date (Month/Day/Year)

Members Signature



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Administrative Policy

Title: **Drug and Alcohol Policy 2019-09-02**

Section A

1.0 Policy Purpose

- 1.1 Regardless of when or where they are used, drugs and alcohol can impair a person's ability to work safely. The Village of Clyde is committed to ensuring that employees, co-workers, contractors, volunteers, customers, clients or members of the community are not put at risk because of drug and alcohol use.

The purpose of this Policy is to:

- 1.1.1 Protect the health and wellbeing of our employees;
- 1.1.2 Promote a safe workplace;
- 1.1.3 Protect the safety of the communities in which we operate;
- 1.1.4 Meet regulatory requirements for providing a safe workplace;
- 1.1.5 Treat employees fairly and with respect;
- 1.1.6 Protect the environment;
- 1.1.7 Define clear, specific alcohol and drug work rules to ensure that employees are treated fairly and with respect;
- 1.1.8 Implement alcohol and drug testing when appropriate; and
- 1.1.9 Provide assistance to employees when required

2.0 Definitions

- 2.1 **"alcohol"** means any substance that may be consumed that has an alcoholic content in excess of 0.5 per cent by volume;
- 2.2 **"alcohol and drugs"** means alcohol or drugs or both;



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- 2.3 **“drugs”** – means any drug, substance, chemical or agent, the use or possession of which is unlawful in Canada or requires a personal prescription from a licensed treating physician, any non – prescription medication lawfully sold in Canada and drug paraphernalia.
- 2.4 **“incident”** – means an occurrence, circumstance or condition that caused or had the potential to cause damage to person, property, reputation, security or the environment. An incident includes, but is limited to:
 - 2.4.1 a fatality or serious personal injury to an employee or a member of the public;
 - 2.4.2 an environmental spill with significant implications;
 - 2.4.3 loss or damage to property, equipment or vehicles; or
 - 2.4.4 a serious near miss that could have resulted in any of the above
- 2.5 **“positive test”** means an alcohol or drug concentration level equal to or in excess of that set out in section 4.2
- 2.6 **“social function”** means a function or type of function designated by the Village of Clyde as a social function, including events that employees may attend at within Village of Clyde offices or facilities or other locations, at which alcohol beverage are available.

3.0 Policy Statements

- 3.1 Employees must report to work fit for duty and remain free of alcohol and drugs while performing duties on and off the worksite, including when on call.
- 3.2 Employees must be aware that problems related to the use of drugs and alcohol in the workplace is not an excuse for poor or unsafe work performance.
- 3.3 Employees must report any suspected use of drugs or alcohol by co-workers to a supervisor.

4.0 Alcohol and Drug Work Rules

- 4.1 Employees shall not use, consume, possess, or manufacture, distribute, sell or transfer alcohol and drugs or any product or device that could tamper with any sample for an alcohol or drug test while on Village of Clyde owned property, at a Village of Clyde worksite, or during the conduct of Village of Clyde business.
- 4.2 Employees shall not report to work or perform work:
 - 4.2.1 with an alcohol level equal to or in excess of 0.040 grams per 210 litres of breath,
 - 4.2.2 with a drug level equal to or in excess of the concentrations for the drugs set out in the table below, or
 - 4.2.3 while the employee’s ability to safely perform his or her duties is adversely affected because of the consumption of alcohol or the use of a prescription or non-prescription drug.

Alcohol:

Screening Level	Confirmation Level
0.020 grams per 210 litres of breath	0.040 grams per 210 litres of breath
0.02 grams per 100 millilitres of blood	0.04 grams per 100 millilitres of blood



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Drugs (Urine Drug Concentration)

Initial Test Analyte	Initial Test Cutoff Concentration	Confirmatory Test Analyte	Confirmatory Test
Marijuana metabolites	50 ng/mL	THCA	15 mg/mL
Cocaine metabolites	150 ng/mL	Benzoyllecgonine	100 ng/mL
Opiate metabolites Codeine/ Morphine ²	2000 ng/mL	Codeine/Morphine	2000 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamines AMP/MAMP	500 ng/mL	Amphetamines/AMP/MAMP	250 ng/mL
MDMA	500 ng/mL	MDMA/MDA/MDEA	250 ng/mL

- 4.3 This work rule permits the possession or use of prescription and non-prescription drugs when all of the following conditions have been met:
- 4.3.1 any prescription drug in the employee's possession or used by the employee is prescribed to the employee;
 - 4.3.2 the employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug;
 - 4.3.3 the use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform his or her duties; and
 - 4.3.4 the employee has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.
- 4.4 The supervisor or manager who has received a notification under section 4.4 may not disclose any information provided under section 4.4 to any person other than a person who needs to know, or to discharge a statutory or other legal obligation.

5.0 Village of Clyde Hosted Events

An employee who uses alcohol at a Village of Clyde workplace complies with section 4.1 of the alcohol and drug work rule if:

- 5.1.1 he or she is at a social function at the time alcohol is used, and
- 5.1.2 if he or she is not on scheduled call or on duty.



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6.0 **Education and Prevention**

6.1 Prevention and early identification of potential problems associated with drug and alcohol abuse and misuse are important. The Village of Clyde encourages and supports the education of employees on the safety risks associated with the use of drugs or alcohol. Information is available through the Employee Assistance Program (Human Resources can be contacted for additional information).

7.0 **Assessment/Rehabilitation**

7.1 It is recognized that drug and alcohol dependency are treatable illnesses and that early intervention greatly improves the probability of lasting recovery. This Policy encourages employees who believe they may require help to seek that assistance voluntarily. Employees who suspect they have a substance dependency or an emerging drug or alcohol problem are encouraged to seek advice and to follow treatment promptly.

8.0 **Treatment**

8.1 An employee who receives assistance from an employee assistance services program on account of his or her use of alcohol and drugs must comply with the terms and conditions of any program established to help the employee as a condition of his or her continued employment.

9.0 **Reasonable Escort**

9.1 In all situations when there are reasonable grounds to believe an employee is unfit for the work/duty, reasonable escort procedures will be followed. The employee will be escorted to a safe place and given the opportunity to explain why they appear to be unfit for work/duty. If required, the employee will be escorted to a hospital or clinic and then to their place of residence (as long as the individual is able to function in a responsible manner) or to the care of another person as appropriate. An employee who appears to be impaired shall never drive themselves. If they insist on driving, the police shall be contacted immediately.

10.0 **Testing**

10.1 Testing shall be conducted through a reputable testing facility at the cost of the employer.

11.0 **Reasonable Grounds**

11.1 Testing of employees will take place whenever there are reasonable grounds to believe that the actions, appearance or conduct of the employee while on duty are indicative of the use of drugs or alcohol. The decision to test shall be made by a Director. The basis for the decision will be documented as soon as possible after action has taken place. The referral for testing will be based on the Director having fairly considered the following questions:

11.1.1 Has some form of impairment been shown in the employee's appearance, actions or work performance (i.e., slurred speech, unsteady on feet, yelling, fighting, etc.)?



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- 11.1.2 Are the signs of impairment consistent with the possible use of drugs or alcohol? Are there reasonable grounds to believe the employee may have been using a drug or alcohol, (i.e. odour, witness, admission, physical signs, etc.)?
- 11.1.3 Is the information reliable? Did someone witness the situation and have they provided reliable information?
- 11.1.4 Are the signs or information that suggests impairment is current, today, now while the employee is on town business and/or town premises?

12.0 Post Incident

12.1 Alcohol and drug testing may be required after a work-related incident, near miss or accident, where possible impairment is a reasonable line of inquiry and as part of a full investigation into the circumstances. The decision to refer employee(s) for a test will be made by a Supervisor, Manager, or Director investigating the incident.

12.1.1 The need for a test must be documented as part of the preliminary investigation as soon as practicable after the incident occurs.

13.0 Return to Work –Post Violation / Post Treatment

13.1 An employee who is returning to work post-treatment or post-violation of the Drug and Alcohol Policy may be required to submit Drug and Alcohol Testing.

14.0 Failure to Test

14.1 An employee who fails to report for a test, refuses to submit to a test, tampers with or attempts to tamper with a test or refuses to agree to the disclosure of a test result to the employer is a violation of this Policy and will be considered a Positive Test Result and is subject to disciplinary action up to and including termination of employment.

15.0 Consequences for Failing to Comply with the Drug and Alcohol Work Rule

15.1 The Village of Clyde may discipline, or terminate for cause, the employment of an employee who fails to comply with the alcohol and drug work rule. The appropriate consequence depends on the facts of the case, including the nature of violations, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

16.0 Expiry Date

16.1 This Policy is subject to periodic review and may be updated as legal requirements change, and per relevancy and necessity. A review will occur December 31, 2023. The Policy shall be brought forth and accepted in its present or amended form or rescinded.

16.2 This Policy shall remain in effect if the review date passes prior to formal review.

Section B

1.0 Reference to other Policy and Legislation

- 1.1 Occupational Health and Safety Act, Code and Regulations
- 1.2 Alberta Human Rights Act



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2.0 Scope/Application of Policy

- 2.1** This Policy shall apply to all Village of Clyde employees, volunteers, contractors and/or consultants working on behalf of the Village of Clyde.

Village of Clyde

Ron Cust, Chief Administrative Officer

Alcohol and Drug Policy

4812 50 Street Mailing Address: Box 190 Clyde, AB T0G 0P0
Phone: 780-348-5356 Fax: 780-348-5699 Email: finance@villageofclyde.ca
Website: www.villageofclyde.ca



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Acknowledgment & Agreement

I acknowledge that I was presented with a copy of the Policy 2019-09-02 to read. I understand if I have any questions I will direct them to a supervisor or a member of the Village of Clyde Administration team.

I voluntarily agree to abide by the terms of this Policy as a condition of my employment with the Village of Clyde. I understand that if I violate this Policy, I may face disciplinary action up to and including dismissal for just cause.

Employee Name (Print Name)

Employee Name (Signature)

Date

Your personal information is collected under the authority of Section 33© of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information provided will serve to assist the Village of Clyde in ensuring all employees are in compliance to the Village of Clyde Alcohol and Drug Directive as a part of the Occupational Health and Safety Management System. If you have any questions about the collection and use of this information, please contact the Village of Clyde.



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Confidentiality Agreement

Between

And

The Village of Clyde

This agreement is to recognize that in your position with the Village of Clyde, you will become privy to confidential information and to ensure that this information remain confidential. Confidential information shall include but is not exclusive to all data, technology, computer programs, software, business plans, operations, employee and payroll information and any other information that you may obtain as a result of your employment with the Village of Clyde.

The terms of this agreement will be effective for the full term of your employment with the Village of Clyde, and for 1 year after your employment with the Village of Clyde has been terminated.

The terms are:

- 1) You will not use information obtained as a result of your position with the Village of Clyde for any purpose other than the purpose of performing your duties at the Village of Clyde.
- 2) You will not disclose any confidential information to any other employees of the Village of Clyde unless the duties justify the need to know such information, and those employees shall be informed of their obligation with respect to confidentiality and use of the information.
- 3) You will not disclose, publish or otherwise reveal any of the confidential information received from your employment with the Village of Clyde to any other party whatsoever except where is required by law or with the specific prior written consent of the Village of Clyde.
- 4) You are under no obligation of confidentiality with respect to any information which;
 - a. You can demonstrate was in your possession prior to the time it was disclosed by the municipality;
 - b. Is or becomes available to the general public through no fault of your own;
 - c. Is disclosed to you by third party who is under no obligation to keep the information confidential;

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Phone: 780-348-5356 Fax: 780-348-5699 Email: finance@villageofclyde.ca

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- d. The information is available under the statute of FOIP legislation, and proper procedure and protocol have been followed for granting access to the information.
- 5) You understand that any violation of this agreement can or may result in legal or disciplinary action up to and including termination of your employment with the Village of Clyde.

I acknowledge that I have read the confidentiality agreement and understand my obligation as they pertain to confidential information as describes above. I recognize that my continued employment is subject to the terms of this agreement and agree to abide by them.

Employee Signature

Date

CAO - Village of Clyde

Witness