



POLICY TITLE: Alcohol-Free and Drug-Free Workplace

POLICY NO.: PR-5A

I. GENERAL STATEMENT

The use of alcohol, drugs, and other unauthorized substances in the workplace poses potential danger to all County employees and the general public. Such use impairs safety and health, promotes crime, lowers employee productivity and work quality, and undermines public confidence in County operations and programs. The Board of County Commissioners will not and cannot, by law and by conditions contained in federal and State grants, tolerate the use of alcohol, drugs, and other unauthorized substances in the workplace. Under the Drug-Free Workplace Act of 1988, as amended, the County has developed this Policy to be considered a responsible source for the receipt of federal funds.

II. DEFINITION OF DRUG

The definition of Drug, as used in this Policy is any substance which impairs an employee's ability to perform his or her job or the use of which poses a threat to the safety of the employee or others. This definition includes over-the-counter drugs and drugs which require a prescription or other written approval for use from a licensed practitioner, physician, or dentist. The use of the term "drug" in this Policy is understood and interpreted to include "Drug" as defined in this Policy.

III. ALCOHOL-FREE AND DRUG-FREE WORKPLACE

All property owned, leased, or otherwise occupied by the County is declared to be an alcohol-free and drug-free workplace. To that end, the following provisions apply to all said locations:

- A. All County employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, and using Drugs and unauthorized substances or possessing or using alcoholic beverages in the County workplace. Any County employee who violates this provision will be recommended for termination upon the first offense.
- B. County employees need to know the potential dangers of alcohol use, Drug use, and unauthorized substance use in the workplace. County employees also need to be familiar with the County's policies regarding the use of alcohol, Drugs, and unauthorized substances in the workplace, as well as available programs to assist employees with issues related to the use of alcohol, Drugs, and unauthorized substances. The County will conduct periodic training for all employees regarding the dangers of alcohol, Drug, and unauthorized substance use in the workplace and will establish and conduct alcohol-free and drug-free awareness programs for all employees.

Also, County supervisory personnel will be trained to identify and address alcohol, Drug, and unauthorized substance use by employees in the workplace. Employees have access to the following through the Division of Health and Human Services to assist with issues related to the use of alcohol, Drugs, and unauthorized substances:

1. Medical/health insurance benefits for substance abuse treatment, if eligible;
2. Information about community resources for assessment, treatment, and rehabilitation;
3. Employee Assistance Program (EAP).¹

IV. CONDITIONS OF CONTINUED EMPLOYMENT

- A. As a condition of continued employment, any County employee who is convicted of violating a criminal drug statute in the workplace must notify the County of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the date of the conviction. Failure to inform the County will subject the employee to disciplinary action, up to and including recommendation for termination upon the first offense. Upon receiving such notice from the employee or otherwise receiving notice of such conviction, the County will then notify any federal contracting officer under a contract requiring compliance with the Drug-Free Workplace Act of 1988, as amended.
- B. As an alternative to discipline set forth in paragraph IV.A., the County reserves the right, but is not obligated, to offer an employee who is convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or substance abuse program which may include the County's Employee Assistance Program (EAP).² If the County offers such a program as an alternative to discipline, and if the affected employee accepts said offer, then the employee must satisfactorily participate in the program as a condition of continued employment.

¹ See Policy No. EB-14 Employee Assistance Program (EAP).

² See Policy No. EB-14 Employee Assistance Program (EAP).

