

## DRUG FREE WORK PLACE POLICY

Illegal drugs in the work place present a danger to us all. Drugs impair safety and health, promote crime, lower productivity and work quality and undermine public confidence. The County will not tolerate the illegal use of drugs, and now, by law, it cannot. Under the federal Drug-Free Work Place Act of 1988, in order for the County to be considered a "responsible source" for the receipt of federal grant funds, the County has adopted the following policy:

Effective immediately all County premises, including all court facilities, work sites and all County vehicles, are declared to be drug-free work places. This means:

All employees, including employees in the courts, are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the work place. **This includes manufacturing, distributing, dispensing, possessing, or using marijuana in the work place as marijuana remains a controlled substance under Federal law.** The only exception is for controlled substances allowed under Federal law, lawfully prescribed, possessed by, and used according to the prescription for the employee.

Employees, including employees in the courts, violating this policy are subject to appropriate personnel/disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees have the right to know the dangers of drug abuse in the work place, the County's policy regarding drug use, and what help is available to combat drug problems. The County will provide for a drug awareness program for all employees on the dangers of drug abuse in the work place. To assist employees in overcoming drug abuse problems, the County may offer an Employee Assistance Program. See your supervisor, the Personnel Director or the County Board of Commissioners for information regarding this.

Any employee convicted of violating a criminal drug statute in a County work place must inform the County of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to so inform the County subjects the employee to disciplinary action, up to and including termination for the first offense. By law, the County must notify the granting agency within 10 days of receiving such notice from an employee or otherwise receiving notice of such a conviction.

The County reserves the right to offer employees, including employees in the courts, convicted of violating a criminal drug statute in the work place participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and

accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.

The County supports the purpose and goals of the Act and by this policy, announces its intention to comply with the Act and make continuing "good faith" efforts to provide a drug-free work place. All employees are expected to cooperate and give this policy their full support.

ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED EMPLOYMENT.

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

Effective 1-3-2019