

11.0 DRUG AND ALCOHOL ABUSE

11.1 DRUG-FREE WORKPLACE

The following policy has been adopted to implement the county's desire to establish itself as a Drug-Free Workplace. In all instances where reference is made to alcohol, drugs, or other controlled substances, the references include inhalants.

1. All employees of the county are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage is prohibited both in the workplace of the county and while representing the county off premises. Employees who violate this policy will be subject to immediate disciplinary action up to and including termination.

As a part of discipline and as a condition of continued employment, an employee may be required to obtain substance abuse education, substance abuse counseling, and/or to enter and complete a substance abuse treatment program.

2. The county has established a drug-free awareness program providing:
 - information about the dangers of illegal drug use and alcohol abuse in the workplace;
 - the county's policy of maintaining a drug-free and alcohol-free workplace;
 - information about available drug and alcohol counseling and rehabilitation programs; and
 - information about the penalties that may be imposed on employees for drug or alcohol abuse violations occurring in the workplace.
3. Each employee of the county will be furnished a copy of this policy, as well as the county's complete Drug and Alcohol Testing policy. Employees will be asked to sign an ACKNOWLEDGEMENT form indicating that they have received a copy of the Drug and Alcohol Testing policy.
4. An employee of the county must notify his or her supervisor if taking a prescription drug that may interfere with the employee's ability to perform job duties.
5. All employees of the county will abide by the terms of this policy and will notify their Elected Official or supervisor of any drug statute conviction for a

violation occurring in the workplace no later than five days after the conviction.

6. The county will notify any funding agency that requires notification within 10 days after receiving notice from an employee under the above paragraph, or otherwise receiving actual notice of a conviction.
7. Any employee so convicted will be subject to disciplinary action up to and including immediate termination.
8. The county will make a good faith effort to continue to maintain a drug-free and alcohol-free workplace through the implementation of this policy and its complete Drug and Alcohol Abuse Policy.