

## DRUG-FREE WORKPLACE

This is to reiterate, and state in a formal manner, our policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on City premises. The Drug-Free Workplace Act of 1988 requires the publication and distribution of our policy to all employees.

Our policy is as follows:

- Employees are expected and required to report to work on time in an appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on City premises or while conducting City business off-premises is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including termination, and may have legal consequences.
- The City recognizes that drug dependency is an illness and a major health problem. The City also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program (EAP) and health insurance plans, as appropriate. Efforts by the employee at his/her own initiative to seek help will not be noted in any personnel record provided job performance is satisfactory. A formal referral to the EAP may be made if an employee's work performance is affected by such problems and he/she does not voluntarily seek assistance.
- Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. A report of a conviction must be made within five (5) days after the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988. Within 30 days of receiving notice of any conviction under a criminal drug statute, the City will take appropriate disciplinary action and/or require the employee to participate in a drug abuse assistance or rehabilitation program.

If you have any questions, please feel free to contact Personnel.