

4.3 Drug Free Workplace

(Amended March 26, 2013)

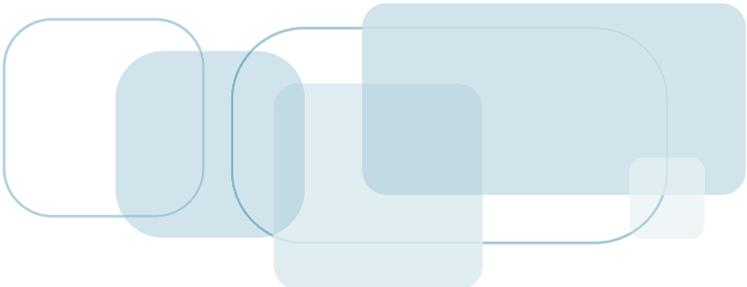
I. OBJECTIVE

The County is committed to maintaining a workplace that is free from the presence and effects of drugs and/or alcohol, providing the highest level of service to its citizens, and minimizing the risk of accidents and injuries. This policy applies to all County employees and County volunteers.

II. DIRECTIVES

- A. The County prohibits employees from using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs and/or alcoholic beverages while on County premises, work sites, or in a County vehicle. In addition, employees are prohibited from off-premise use of alcohol and possession, use, and/or sale of illegal/prescription drugs, when such activities adversely affect job performance, job safety, or interferes with the County's ability to carry out its mission.

- B. Employees must notify their supervisor if they have been prescribed a drug for a medical or other condition which could impair their ability to perform their job. If it is determined that the employee is unable to perform his/her job due to impairment caused by the medication, the employee should apply for appropriate leave and discuss the situation with his/her supervisor.



- C. Pursuant to Drug Free Workplace regulations, the County conducts drug and/or alcohol tests for the following reasons: reasonable suspicion, post-accident, routine fitness for duty, and follow-up. Safety sensitive and high-risk positions are also subject to pre-employment and random drug/alcohol tests.

- D. Employees and/or supervisors shall report immediately (during that working shift) to their Department Director and/or Human Resources Director any action by any employee who demonstrates an unusual behavior pattern. An employee believed to be under the influence of drugs and/or alcohol will be required to submit to a drug and/or alcohol test.

- E. County supervisory and managerial employees have the right to enter or search County property with or without notice, including desks, lockers, computers, phones and e-mail. Generally, there shall be no expectation of privacy while on any County property or of any property brought onto County premises.

- F. An employee will be subject to corrective action, up to and including termination, for violation of this policy.

