

POLICY TITLE: Drug-Free and Alcohol-Free Workplace

ADOPTION/LAST REVISION: Adopted 2-11-92, revised 6-10-97

A. Purpose

The purposes of this policy are to 1) comply with the requirements established by the Drug-Free Workplace Act of 1988 (Public Law 100-690); and 2) clearly set forth the intention of the Marshfield Public Library to maintain a drug-free and alcohol-free workplace.

B. Policy

1. It is the Library's intent and obligation to provide a drug-free, alcohol-free, healthful, safe, and secure environment.
2. Employees are expected to report to work on time and in appropriate mental and physical condition for work. Employees whose work performance is impaired by the use of alcohol or other drugs while on the job will be subject to disciplinary action, up to and including termination.
3. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage on Library premises or while conducting Library business off library premises is absolutely prohibited. It is not the intent of this policy to try to regulate employee alcohol use when not scheduled for work or at primarily social gatherings outside of the library. Violation of this policy will result in disciplinary action, up to and including termination, and may result in criminal prosecution. Controlled substance means any controlled substance listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation. Examples of the types of substances covered in the CSA include: heroin, marijuana, LSD, opium, cocaine, methamphetamines, codeine, benzodiazepines, phenobarbital, and many barbiturates.
4. The Library recognizes drug and alcohol dependency as a major health, safety, and security problem. Employees needing help in dealing with substance abuse and alcohol abuse problems are encouraged to use the City of Marshfield's employee assistance program and health insurance plans, as appropriate. Conscientious efforts to seek such help, initiated by the employee, will not jeopardize the employee's job, and will not be noted in any personnel record.
5. If a supervisor has reasonable cause to suspect that an employee is impaired on the job by the use of alcohol or drugs, the employee will be relieved from duty by the supervisor and may be asked to submit to a test to determine whether he/she is under the influence

of alcohol or illegal drugs. Tests that may be used include breathalyzer and blood tests, as well as urinalysis. All test results will be kept confidential and not released to other Library employees except on a need to know basis. Refusal to submit to a test may result in appropriate disciplinary action being taken.

6. Employees must, as a condition of employment, abide by the terms of the above policy and promptly report any conviction under a criminal drug statute for violations occurring on or off Library premises while conducting Library business. A report of a conviction must be made to the supervisor within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988). The supervisor shall immediately file such report with the Library Director's Office.

### C. Drug and Alcohol Awareness Program

The City of Marshfield Drug and Alcohol Awareness Program, to which the Library subscribes, includes but is not limited to the following:

- Drug-Free and Alcohol Free Workplace policy statement (Section II -above). This policy will be distributed to current employees and to new employees at the time employment forms are processed.
1. Educational programs. The City Administrator's Office will establish or coordinate educational programs on drug and alcohol awareness as well as substance and alcohol abuse on a periodic basis to inform employees of the dangers of drug and alcohol abuse in the workplace and to promote a drug-free and alcohol-free work environment and workplace.
  2. Employee Assistance Program. Health insurance plans generally provide coverage for substance abuse and alcoholism counseling, subject to the limits as set forth in its policy. Employees are encouraged to use this resource to assure a drug-free and alcohol-free environment and workplace.