

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Drug Free Workplace Policy	Approved:	5/11/2012
Policy Number:	219	Author:	Keyser
Associated:			

Jefferson County recognizes that drug and alcohol abuse is an on-the-job problem as well as a social problem. We believe that abuse of alcohol and the use of illegal drugs endangers the health and safety of the abusers and of others around them.

Therefore, Jefferson County has established a Drug Free Workplace Policy. Employees are prohibited from using illegal drugs (including the non-prescribed use of prescription medication) on or off the employer's premises. Employees are also prohibited from possessing, transporting, manufacturing or distributing alcohol or illegal drugs on the premises. Possession of paraphernalia used in connection with the use of any drug is evidence of violation of this rule. Employees may only transport alcohol onto the employer's premises if it is part of the employee's job responsibilities. Company sponsored meetings or activities or other social/business events during which alcoholic beverages are served are not considered alcohol abuse just because alcohol was served.

Employees who are found on the job to be under the influence of illegal drugs or alcohol, violating this policy, will be disciplined, up to and including termination. An employee who violates the Drug Free workplace program by having drugs on County property or for testing positive in a confirmed test for suspicion of drugs, or refusal to cooperate in the drug testing procedures will be treated as a positive confirmed test for drugs. Upon conviction for violating any state or federal drug law or drug related criminal charge each employee is required to notify the County Administrator within five business days thereof. This notification of drug conviction requirement applies whether the conviction resulted from conduct performed while in the course and scope of employment or off duty.

Jefferson County will maintain an Employee Assistance program (EAP) effective July 1, 2012 that consists of referring employees and their families who suffer from alcohol or drug use problems to local drug and alcohol counselors. The EAP is provided at no charge to employees and is strictly confidential. If an employee wishes to pursue help through the EAP, a phone number will be provided in the upcoming open enrollment meetings. If you need assistance prior to that, contact your BCBS health care carrier.

In the event an employee is required to seek a treatment plan, it will be at the employee's expense. The employee must provide documentation through the County's EAP program, and at the EAP's recommendation, may be required to be randomly drug tested, at the employee's expense. A positive confirmed test through the EAP during or after treatment will result in termination of employment.

Nothing in this statement of policy shall be presumed to override, amend or change any requirements of State and/or Federal law. In the event any of the provisions of this policy conflict with applicable laws and regulations, such laws and regulations will be deemed to control.

It is important that we all work together to deal with substance abuse to make our place of employment a safe and rewarding place to work.

Definitions:

Alcohol: Liquids containing Ethyl Alcohol (Ethanol).

Drugs: Drugs mean alcohol, including distilled spirits, wine, malt beverages and intoxicating liquors, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs or metabolite of any of these substances. Non-prescribed use of prescription medication is also prohibited.

Medications: Prescription and non-prescription substances obtained and used legally to combat illness and injury or for other therapeutic reasons.

Work: Performing any activity under any conditions during any period of time as an employee. Employee is defined as a regular full or part time employee of the County, leased employee or contract employee covered by worker's compensation insurance. i.e. driving, on duty, on call, or performing any tasks as part of employment duties.

Use/Using: As pertains to drugs, alcohol and medications; to drink smoke, apply topically, inject, possess, solicit, distribute, dispense, manufacture or transfer. Exceptions to these rules regarding the definition of "use" will be allowed only with the County Administrator's written permission.

Alcohol and Drug Referral Hot Line	1-800-252-6465
National Cocaine Hot line	1-800-262-2463
Alcoholics Anonymous	1-800-344-2666
Jefferson County EAP Program	1-800-865-1044

Jefferson County Drug Free Workplace Policy:

I state that I have read this Drug Free Workplace Policy. I understand that violation of any provision of this policy may lead to disciplinary action up to and including termination of employment, and that I may forfeit my worker's compensation benefits. I further agree that neither the issuance of these policies, nor the acknowledgement of its receipt, constitutes or implies a contract of employment or guaranteed right to recall.

Please sign and date this statement acknowledging the above regarding the Jefferson County Drug Free Workplace Policy.

Date Received

Employee Printed Name

Employee Signature

Supervisor's Witnessed Signature