

## **DRUG AND ALCOHOL USE**

The City believes strongly that all employees should be able to work in an environment free from alcohol and drug abuse. Accordingly, the City expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers or the public.

No employee shall possess, use, sell, distribute, or be under the influence of alcohol, illegal drugs, unauthorized prescription drugs or any substance that affects the employee's behavior or ability to perform his/her job responsibilities during work hours or during any period of time an employee is engaged in City business, whether on or off City property.

Employees may possess and take prescription drugs prescribed for them by a medical practitioner. Employees are expected to inform their supervisor if they are taking any medication (over-the-counter or prescription) which may cause the employee to be a danger to themselves or other in performing their job duties, or which may otherwise interfere with the performance of their job duties.

Employees who violate this policy are subject to discipline, up to and including discharge from employment. Employees who are not terminated may also have other consequences, such as loss or change in benefit coverage, substance abuse testing and/or required participation in a treatment program.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor, Department Head or Human Resources to seek a confidential referral to appropriate community resources. Any referrals for treatment under this policy will not preclude disciplinary action.

In accordance with federal law, an employee is required to notify the City of a criminal or civil conviction for drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the City within 10 calendar days of learning of such a conviction, must give written notification to any federal agency from which the City receives grant funds.