

## **Drug and Alcohol Policy**

(1) **No Drugs or Alcohol on the Job.** The County has responsibilities and obligations to its employees, customer and the public at large to ensure safety in our workplace, safety on the road and at customers' places of business, as well as safety and quality in our products and services. Consequently, the following are strictly prohibited and may result in disciplinary action, up to and including immediate termination:

(a) reporting to work under the influence of intoxicating liquor or illegal drugs;

(b) an employee's use, possession, purchase or transfer on the County's premises or property (including storage in a desk, locker, car, etc.) or during work time of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, customers, the public or other employees; or

(c) the sale of any such item on the County's premises or during work time.

"Controlled substance" or "illegal drugs" can include prescription drugs. Employees may use prescription drugs so long as that use is consistent with a prescription and approved under working conditions by the employee's doctor. Employees must report promptly to their supervisors their use of any prescription or non-prescription medication that may impair their judgment, alertness, performance or behavior.

The County may also require employees to consent to personal or facility searches when it has reason to suspect the presence of drugs or alcohol.

### (2) **Drug and Alcohol Screen Tests.**

(a) **Pre-Employment Drug and Alcohol Screen Tests.** To help ensure a safe, healthy workplace, subject to applicable law, the County requires all applicants for certain positions with the County who have received conditional job offers to submit to drug and alcohol screen tests. This policy applies to all applicants for employment with the Department of Social Services, over-the-road drivers and safety-sensitive positions with the Transportation Department. The County will not employ anyone who fails or refuses to take the screening test under this policy.

(b) **Reasonable Suspicion and Post-Accident Drug and Alcohol Screen Tests.** The County may require all current employees to submit to reasonable suspicion and post-accident drug and alcohol screen tests. Reasonable suspicion testing may be ordered for any employee whom the County has reason to believe has violated the County's policies against drugs and alcohol at work and requiring employees to be sober and drug-free on the job. The County may also order any employees involved in an accident on the job to be tested, whether or not they caused the accident and/or were injured.

(c) **DOT Testing for Transportation and Safety-Sensitive Employees.** In addition to testing under the County's policies, over-the-road drivers and safety sensitive employees are subject to drug and alcohol testing pursuant to United States Department of Transportation regulations. A "safety-sensitive" employee is any employee who performs duties related to over-the-road driving, security personnel who carry firearms, and any employee who holds and uses a Commercial Driver's License. In accordance with DOT regulations, all such employees are subject to reasonable suspicion, post-accident, random, return to duty and follow-up drug testing. For more information about DOT

testing, please see Human Resources for a copy of the U.S. Department of Transportation's Office of Drug & Alcohol Policy and Compliance brochure entitled "What Employees Need to Know About DOT Drug & Alcohol Testing".

(3) **Procedures.** All applicants and employees who are tested for drugs or alcohol must provide body substance samples (such as breath, urine and/or blood) to determine the use of alcohol or illegal drugs. The County will pay for any drug and alcohol screen test and the reasonable cost of transportation to and from the testing facility.

(4) **Violations of Policy.** Subject to applicable law, violation of these policies, refusal to be tested or to cooperate with these procedures, or positive test results for tested substances may result in discipline up to and including immediate termination.