

## 454 Drug-Free Workplace Act

### 1.0 Purpose

In pursuit of the goal to maintain a drug-free workplace and in accordance with the Drug-Free Workplace Act of 1988, the William Shore Memorial Pool District (District) has adopted the following rules and regulations

### 2.0 Rules and Regulations

2.1 The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace and during work time.

2.2 Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.

2.3 As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days other violation, her/his supervisor of any criminal drug statute conviction, they receive. Included in this requirement are convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).

2.4 If an employee receives such a conviction, the District may take appropriate personnel action against the employee, up to and including termination, depending on the relationship to the employee's job.

2.5 The District provides referral to an Employee Assistance Plan for information about drug counseling and treatment.

2.6 The District reserves the right to search and inspect all areas of the workplace and the District premises for the maintenance of a safe and healthy workplace.

2.7 The District will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including termination of employment and referral for prosecution for violations of this policy. Each situation will be looked at on a case-by-case basis.