



POLICY ON

DRUG & ALCOHOL-FREE WORKPLACE

In compliance with the "Drug Free Workplace Act of 1988" and to further its commitment to provide a safe drug and alcohol free workplace, the Town hereby re-announces the following:

1. The use, sale, possession or distribution of illegal drugs or the abuse of legal drugs while at work, whether on or off Town-owned property, is strictly prohibited.
2. Alcohol may not be possessed, transferred, sold or used while at work, whether on or off TOWN property.
3. Being under the influence of alcohol or drugs while at work is strictly prohibited. All employees must report to work in a physical and mental condition necessary to perform their jobs without impairment.
4. All applicants for employment may be required to successfully complete a urinalysis drug test as part of the pre-employment screening process. A positive urinalysis test result will be considered sufficient grounds to disqualify an applicant from employment with the TOWN. Prospective applicants who have positive test results may be allowed to reapply for employment with the TOWN after a waiting period of six months, but will be required to successfully complete a urinalysis drug test prior to employment.
5. The TOWN reserves the right to require an employee to undergo a medical evaluation and, when applicable, a urinalysis drug screening test, when there is reasonable suspicion that the employee is working under the influence of drugs or alcohol which may adversely affect such employee's job performance or which could adversely affect the employee's ability to perform his or her job. Involvement in a work-related accident caused by apparent impairment of judgment or physical or mental ability may also result in an employee having to undergo medical evaluation and, where applicable, a urinalysis drug screening. A positive urinalysis test result will be considered sufficient grounds to discipline or terminate an employee.
6. The TOWN also reserves the right to conduct random testing as authorized by Federal or State laws. Employees who are in occupations designated as safety-sensitive occupations by Federal or State laws or regulations may be selected randomly for urinalysis drug testing. Employees who are selected must report as directed for testing. A positive urinalysis test will be considered sufficient grounds to discipline or terminate an employee.
7. Failure to cooperate fully with the requirements of any drug screening test, including accurate completion of the required documentation, may result in discipline or termination of employment.

8. An employee or applicant whose urine test result is positive may request a retest of the original specimen. This requires must be submitted in writing the TOWN within fifteen (15) days. All costs associated with a retest under this program must be prepaid by the employee or applicant, including shipping and handling, transportation and testing.
9. Criminal arrest for drug-related offenses, either on or off the job, generally will not constitute grounds for discipline unless the offense is confirmed by criminal conviction or independent investigation by the TOWN.
10. The legal used of prescribed drugs is permitted on the job if such use does not impair the employee's ability to work safely and does not endanger other employees. Employees must keep all prescribed medicine in the original container, which identifies the drug, date of prescription, dosage and prescribing physician.
11. It is a requirement of the Federal Act that upon receipt of notice of conviction of a drug statute violation committed in the workplace, that the TOWN notify the Federal Agency providing the grant. The TOWN must give such notice within 10 days, and within 30 days of receiving such notification either take appropriate personnel action against the employee, up to and including termination of employment, or require the employee to participate in an approved drug abuse assistance or rehabilitation program. Personnel action against the employee convicted of a criminal drug statue violation will depend on the nature of the violation, the sentence imposed (i.e. confinement, etc.) and employee work history. However, the employee's failure to notify the TOWN of such criminal drug statue conviction committed into the workplace within 5 days as required by the policy will subject the employee to disciplinary sanctions. Thus, it is required that any employee notify their supervisor or department head of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
12. The TOWN is committed to implementing this policy in a fair and equitable manner which promotes a safe and drug-free workplace, respects the dignity and privacy of the individual and respects the safety of our citizens.
13. In keeping with our emphasis on early intervention and treatment for employees who are faced with alcohol and drug-related problems, the TOWN will offer assistance to any eligible employee through our Employee Assistance Program. We encourage employees with a substance abuse problem to avail themselves of this help before disciplinary action becomes necessary Employees who are in recovery are expected to maintain satisfactory job performance and remain committed to a rehabilitation plan. Employees who successfully complete a rehabilitation program, who remain substance-free, and who have violated no other TOWN policies will not place their employment at the TOWN in jeopardy by reason of substance abuse.

Approved by Robert M. DeCrescenzo
Mayor of the Town of East Hartford
March 31, 1994