



DRUG-FREE WORKPLACE POLICY

ISSUE DATE:	February 2022	REVISION DATE:	
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I. PURPOSE

The Town has concern about the adverse effects of drug or alcohol abuse on an employee's job performance, health and safety in the workplace. This policy exists to foster a drug-free, healthy and safe work environment for all employees.

II. POLICY

The Town strictly prohibits the manufacture, distribution, use or possession on Town premises of alcoholic beverages of any kind and drugs, other than those prescribed by a physician or obtained from a legal over-the-counter source. Employees are expected to use prescription or legal over-the-counter drugs in an appropriate manner and dosage and are expected to know whether the appropriate use of such drugs may impair their ability to perform their jobs safely and competently.

The Town conditions every offer of Town employment on the successful passing of a blood or urine test for the current presence of illegal drugs. The Town will not hire any applicant who fails to take and/or pass this test.

No employee is permitted to report for duty during regular working hours or while representing the Town while impaired by or under the influence of alcohol or illegal drugs. The Town reserves the right to require, as a condition of continued employment, that an employee submit to drug and/or alcohol testing whenever the Town has reasonable suspicion that an employee is under the influence of illegal drugs or alcohol during working hours or while representing the Town.

If the Town is not able to refer an employee for immediate drug or alcohol testing, the Town reserves the right to discipline an employee in its sole discretion, when there is a reasonable suspicion that an employee has reported to work while impaired or under the influence of illegal drugs or alcohol, or has evidence that the employee has taken alcohol or drugs while on duty, or within a period of time prior to reporting for duty, that results in the conclusion that the employee was under the influence upon reporting for duty. Any violation of this guideline will subject an employee to discipline, up to and including termination.

Circumstances that may constitute a basis for determining reasonable suspicion include, but are not limited to:

- a. Information or recent drug use provided by a reliable and credible source;

- b. Direct observation of drug or alcohol use, drug purchase, or sale;
- c. Presence of a physical symptom of drug or alcohol use (such as glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- d. Violent behavior;
- e. Possession of alcohol or drugs;
- f. Excessive absenteeism.

The Town may require drug testing of employees engaged in safety or security sensitive functions. Tests shall be conducted in accordance with legal requirements.

III. REPORTING CONVICTIONS

Any employee who is convicted or pleads no contest under any criminal drug statute regarding a violation occurring on the job or in the workplace shall notify the Town Administrator of the conviction or plea within five days. A conviction includes a finding of guilty, a plea of nolo contendere, and/or the imposition of a sentence by any judicial body responsible for determining violations of federal or state criminal drug statutes. Failure to notify the Town may result in termination of employment.