

## **DRUG FREE WORKPLACE**

### **#340**

**1.0** In order to comply with Drug Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs and controlled substances is prohibited in the Davis County Workplace.

**2.0 NOTIFICATION BY EMPLOYEE.** Employees are required to notify their supervisor of any illegal drug or controlled substance criminal convictions, resulting from a violation occurring in the County workplace, no later than five (5) days after the conviction.

**3.0 DISCIPLINARY ACTION.** Employees convicted of illegal drug or controlled substance violations in the County workplace are subject to appropriate disciplinary action, up to and including termination from County employment, or being required to satisfactorily complete a drug abuse assistance or rehabilitation program. The determination whether to invoke discipline or rehabilitation in lieu of or in addition to discipline shall be within the discretion of the Administrative Officer based on the nature of the offense.

**3.1** Failure to report a conviction as provided in 2.0 may subject the employee to separate disciplinary action.

**4.0** If an employee's ability to perform job duties is affected, or if workplace order, discipline, and safety is affected, or if drug use reflects adversely on the public service, employees may also be subject to disciplinary action for:

- A. Illegal drug possession or use outside the County workplace; or
- B. Illegal drug possession or use not resulting in a criminal conviction.

**5.0 NOTIFICATION BY COUNTY.** The County will notify departments or agencies of the Federal Government through which it receives Federal grant or contract monies of any employee criminal drug statute convictions occurring in the County workplace within ten (10) days after receiving notice of the conviction.

**6.0 AWARENESS PROGRAM.** The County hereby establishes a drug-free awareness program, under the supervision of the Personnel Director to inform County employees about the requirements of this Policy and Procedure and specifically concerning:

- A. Dangers of drug abuse in the County workplace;
- B. The County's policy of maintaining a drug-free workplace;

C. The availability of drug counseling, rehabilitation and employee assistance programs;  
and

D. The penalties that may be imposed upon County employees for drug abuse violations.

**6.1** The Personnel Office shall conduct the awareness program by:

A. Explaining this policy to all new hires through the Code of Conduct during orientation;

B. Requiring all employees to acknowledge this policy on the Code of Conduct;

C. Publishing, on a periodic basis, appropriate articles in the County Newsletter; and

D. Posting notices and providing such other information and employee communications as the Personnel Director deems appropriate.