

CITY OF DECATUR

DRUG FREE WORKPLACE POLICY

The objective of this policy is to develop a drug and alcohol-free workplace that will help insure a safe and productive workplace. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on City of Decatur premises or while representing the City of Decatur off-premises is prohibited.
2. Being under the influence of alcohol or other drugs on City of Decatur premises or while representing the City of Decatur off-premises is prohibited. The unauthorized use or possession of alcoholic beverages and abuse of prescription drugs or over-the-counter drugs on City of Decatur premises or while representing the City of Decatur off-premises is prohibited.
3. Employees who violate the substance abuse policy are subject to appropriate disciplinary action up to and including termination.
4. The City of Decatur shall implement a comprehensive drug and alcohol abuse education program. As part of that program, information will be provided on the availability of employee assistance program services.
5. Alcoholism and other drug addiction are recognized as diseases responsive to proper treatment. Employee assistance services will be made available to assist employees.
6. The policy applies to all employees regardless of rank or position within the City of Decatur.

PENALTIES FOR VIOLATION OF POLICY

Any employee convicted of a criminal drug statute infraction occurring in the workplace shall notify the City of Decatur in writing no later than five days after such conviction. The City of Decatur will take one of the following actions within 30 days of receiving notice with respect to the convicted employee:

- a) Take appropriate disciplinary action against such employee, up to and including job termination.
- b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by the City of Decatur.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City of Decatur promotes the Employee Assistance Program (EAP) through the Wise County Council on Alcoholism and Drug Abuse for help in resolving or accessing treatment for addiction to, dependence on, or problems with alcohol, drugs, or other personal problems adversely affecting their job performance. The cost of treatment, counseling or rehabilitation resulting from the referral will be the responsibility of the employee.

When documented job impairment has been observed and identified, a supervisor may recommend participation in the EAP. Any action taken by the supervisor, however, will be based on job performance.

Supervisor referrals to the EAP will include employee’s release of information consent form to be returned to the City of Decatur supervisor by the EAP. Refusal to participate in or failure to complete the EAP-directed program will be documented. Should job performance not improve after a reasonable amount of time, the employee is subject to progressive corrective action up to and including termination of employment.

Self-referral by employees or family members is strongly encouraged. The earlier a problem is addressed, the easier it is to deal with and the higher the success rate. While self-referral in itself, does not preclude the City of Decatur’s use of corrective actions, participation in an EAP-directed program may enable the supervisor to allow time for completion of such program before initiating or determining additional corrective actions.

EAP-related activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regards to use of sick or comp leave. Sick leave may be taken as needed, while comp time must be pre-approved.

DRUG FREE AWARENESS PROGRAM

The City of Decatur will establish a drug-free awareness program for employees in order to educate them about the dangers of drug abuse in the workplace. The City of Decatur will provide employees with literature and audio-visual materials to warn about the dangers of drug abuse. It will provide each employee a copy of the City of Decatur’s drug-free workplace policy as well as penalties for violating said policy. The City of Decatur will also provide each employee with information regarding the employee assistance program available to employees.

Employee Signature	Date
Witness Signature	Date