



## STATE OF CONNECTICUT

### DRUG-FREE WORKPLACE POLICY

The State of Connecticut is committed to fighting the problem of substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the "Drug-Free Workplace Act" (the "Act"), (41 U.S. Code §§ 701, *et seq.*). The Act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the Act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

#### GENERAL POLICIES

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems are encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program ("EAP") provided by the agency and any available drug counseling or rehabilitation programs.

#### EMPLOYEE REQUIREMENTS

Employees shall not unlawfully use, possess, distribute, dispense or manufacture controlled substances or be under the influence of a controlled substance while on the job or in the workplace. Any employee violating this policy will be subject to discipline, up to and including termination.

"Controlled substances" are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as "illegal" drugs; and (2) certain medications if not being taken under a physician's prescription or according to a physician's orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to their agency's human resources director (or other official serving in that role for the agency) within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any agency work rules that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

"Workplace" includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

An "Act Concerning the Palliative Use of Marijuana" (G.G.S. §§ 21a-408, 21a-408a, 21a-408d and 21a-408p) makes it legal for certain individuals to possess marijuana for palliative use in Connecticut. However, the State still prohibits employees from using intoxicating substances during work hours and may discipline employees for being under the influence of intoxicating substances during work hours.

The U.S. Department of Transportation's Drug and Alcohol testing, Regulation 49 CFR Part 40 does not authorize medical marijuana under a state law to be a valid medical explanation for a transportation employee's positive test result.

The agency must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the EAP and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy will also be available at Agency Human Resources Offices.



## STATE OF CONNECTICUT

### STATEWIDE CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

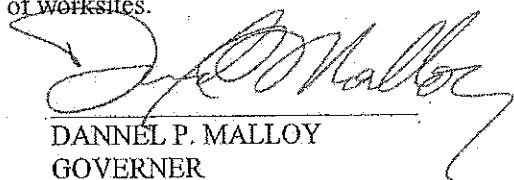
Federal Fiscal year 2017-2018

Pursuant to the Drug-Free Workplace Act of 1988, and the regulations published in the May 25, 1990 Federal Register, the grantee (the State of Connecticut) certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in state workplaces and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about-
  - (1) The dangers of drug-abuse in the workplace;
  - (2) The State policy of maintain a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of a federal grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under a federal grant, the employee will –
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the federal agency, in writing, within ten (10) calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every federal grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for receipt of such notices. Notice shall include identification number(s) of each affected federal grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted-
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactory in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a god faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Primary worksites are noted on the attached list. However, all State employees under my authority are included under this policy regardless of worksites.

1/29/18  
DATE

  
DANNEL P. MALLOY  
GOVERNER

**STATE OF CONNECTICUT**  
**EXECUTIVE AND ADMINISTRATIVE AGENCIES**

**CONSTITUTIONAL OFFICERS AND EXECUTIVE BRANCH DEPARTMENTS**

Office of the Governor, State Capitol, 201 Capitol Avenue, Hartford, Connecticut 06106  
Office of the Lieutenant Governor, 210 Capitol Avenue, Hartford, Connecticut, 06106  
Office of the Attorney General, 55 Elm Street, Hartford, Connecticut 06106  
Office of the State Comptroller, 55 Elm Street, Hartford, Connecticut 06106  
Office of the Secretary of the State, 30 Trinity Street, Hartford, Connecticut 06106  
Office of the State Treasurer, 55 Elm Street, Suite 3, Hartford, Connecticut 06106  
State Elections Enforcement Commission, 18-20 Trinity Street, Hartford, Connecticut 06106  
Office of State Ethics, 18-20 Trinity Street, Suite #205, Hartford, Connecticut 06106  
Freedom of Information Commission, 18-20 Trinity Street, Hartford, Connecticut 06106  
Division of Criminal Justice, 300 Corporate Place, Rocky Hill, Connecticut 06067  
Judicial Department, 90 Washington Street, Hartford, Connecticut 06106  
Legislative Management, 210 Capitol Avenue, Hartford, Connecticut 06106  
Office of Governmental Accountability, 20 Trinity Street, Hartford, Connecticut 06106  
Public Defender Services Commission, 30 Trinity Street, Fl. 4, Hartford, Connecticut 06106

**STATE DEPARTMENTS (Including related Agencies, Boards and Commissions)**

Dept. of Administrative Services, 450 Columbus Boulevard, Hartford, Connecticut 06103  
Dept. of Agriculture, 165 Capitol Avenue, Hartford, Connecticut 06106  
Agricultural Experiment Station, 123 Huntington Street, New Haven, Connecticut 06511  
Auditors of Public Accounts, 20 Trinity Street, Hartford, Connecticut 06106  
Dept. of Banking, 260 Constitution Plaza, Suite 1, Hartford, Connecticut 06103  
Dept. of Children and Families, 505 Hudson Street, Hartford, Connecticut 06106

Dept. of Consumer Protection, 450 Columbus Boulevard, Hartford, Connecticut 06103

Dept. of Correction, 24 Wolcott Hill Road, Wethersfield, Connecticut 06109

Dept. of Economic and Community Development, 505 Hudson Street, Fl. 4, Hartford, Connecticut 06106

Dept. of Education, 450 Columbus Boulevard, Hartford, Connecticut 06103

Dept. of Emergency Services and Public Protection, 1111 Country Club Road, Middletown, Connecticut 06457

Dept. of Energy and Environmental Protection, 79 Elm Street, Hartford, Connecticut 06106

Council on Environmental Quality, 79 Elm Street, Hartford, Connecticut 06106

Comm. On Equity and Opportunity, 18-20 Trinity Street, Hartford, Connecticut 06106

Office of the Healthcare Advocate, 450 Capitol Avenue, Fl. 2, Hartford, Connecticut 06106

Dept. of Housing, 999 Broad Street, Bridgeport, Connecticut 06604

Board of Regents for Higher Education, 61 Woodland Street, Hartford, Connecticut 06105

Comm. Human Rights & Opportunities, 450 Columbus Boulevard, Fl. 2, Hartford, Connecticut 06103

Department of Insurance, 153 Market Street, Hartford, Connecticut 06103

Dept. of Labor, 450 Main Street, Suite 613, Hartford, Connecticut 06103

State Library, 75 Van Block Avenue, Hartford, Connecticut 06106

Dept. of Developmental Services, 460 Capitol Avenue, Hartford, Connecticut 06106

Dept. Mental Health & Addiction Services, 410 Capitol Avenue, Hartford, Connecticut 06106

Military Department, 360 Broad Street, Hartford, Connecticut 06105

Dept. of Motor Vehicles, 60 State Street, Wethersfield, Connecticut 06161

Office of Policy and Management, 450 Capitol Avenue, Hartford, Connecticut 06106

Office of Protection and Advocacy, 60 Weston Street, Hartford, Connecticut 06120

Dept. of Public Health, 410 Capitol Avenue, Hartford, Connecticut 06106

Dept. of Rehabilitation Services, 699 Middle Turnpike E., Manchester, Connecticut 06040

Dept. of Revenue Services, 450 Columbus Boulevard, Suite 1, Hartford, Connecticut 06103

Dept. of Social Services, 62 Commercial Boulevard, Torrington, Connecticut 06790

Dept. of Transportation, 2800 Berlin turnpike, Newington, Connecticut 06131

Dept. of Veterans' Affairs, 287 West Street, Rocky Hill, Connecticut 06067

Comm. On Women, Children and Seniors, 18-20 Trinity Street, Hartford, Connecticut 06106

Office of Consumer Counsel, 10 Franklin Square, New Britain, Connecticut 06051

Office of Higher Education, 450 Columbus Boulevard, Suite 510, Hartford, Connecticut 06103

Office of the Chief Medical Examiner, 11 Shuttle Road, Farmington, Connecticut 06032

Psychiatric Security Review Board, 505 Hudson Street, Fl. 1, Hartford, Connecticut 06106

State Department on Aging, 55 Farmington Avenue, Fl. 12, Hartford, Connecticut 06105

Teachers' Retirement Board, 765 Asylum Avenue, Hartford, Connecticut 06105

University of Connecticut Health Center, 263 Farmington Avenue, Farmington, Connecticut 06030

University of Connecticut, 352 Mansfield Road, Mansfield, Connecticut 06269

Workers' Compensation Commission, 21 Oak Street, Hartford, Connecticut 06106

Office of Early Childhood, 450 Columbus Boulevard, Hartford, Connecticut 06103

**AND UNAFFILIATED STATE AGENCIES, BOARDS AND COMMISSIONS**

