

## STATE POLICY FOR A DRUG FREE WORKPLACE

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The state is committed to winning the battle against substance abuse. Substance abuse jeopardizes family structures, exacerbates crime, threatens worker productivity and drains government funds. Substance abuse constitutes an especially pernicious threat for youths, destroying hopes dreams and lives. Drugs adversely affect worker safety, health and efficiency. In conjunction with the state's existing three-pronged strategy of education, treatment and enforcement to combat substance abuse, and in accordance with new federal legislation, the state has adopted a drug-free workplace policy.

The federal government on March 18, 1989, enacted the Drug-Free Workplace Act, requiring a state agency receiving federal funding to certify that it will maintain a drug-free workplace. The act also requires an agency to notify its employees that the unlawful manufacture, distribution, possession or use of controlled substances is prohibited in the workplace, and that actions will be taken if the policy is broken

Controlled substances are defined by federal law as drugs termed illegal or as medications available by prescription, but not ordered by a physician, that have a potential for abuse or are potentially physically or psychologically addictive.

You may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while in the workplace or otherwise on the job, or operate under the influence of a controlled substance not prescribed by a physician. If you violate this policy, you become subject to discipline and termination.

If you are convicted of violating a state or federal drug statute and the violation occurred in the workplace, you must inform the department's director of human resources within five days. A conviction is a finding of guilt, including a plea of *nolo contendere*, or the imposition of a sentence by a judge, or jury in a federal or state court. If your salary is funded by a federal grant or contract and you are convicted of a state or federal drug statute for an offense in the workplace, the department's director of human resources must notify the federal agency within 10 days of receiving notice of your conviction.

If you have a substance abuse problem, you are encouraged to seek assistance through the Employee Assistance Program or a rehabilitation program prior to disciplinary action. If you choose not to seek treatment, the state will take disciplinary action consistent with your collective bargaining agreement or state laws and regulations.

The department will notify all employees of this policy. Obtain a copy of the policy from your human resources unit.