SUBSTANCE ABUSE POLICY

Purpose: To provide a work environment free from the effects of alcohol, drugs, or other intoxicating substances; to inform employees, volunteers, and contractual persons of the City and County's substance abuse policy; to obtain their assistance in maintaining a drug-free work place.

Policy: The City and County prohibits employees from the manufacture, possession, use, distribution, or purchase of non-prescribed drugs and intoxicants on City and County premises and from working under the influence of alcohol, illegal drugs, or intoxicants during working hours. The only exception to this provision will apply to moderate consumption and possession of alcohol on City and County premises by employees at City and County-approved functions (e.g., receptions, parties).

Applicability: This policy applies to all employees and individuals working for the City and County on a contractual or voluntary basis.

Procedure:

1. The City and County recognizes alcohol and drug abuse as a potential health, safety and security problem. The City and County expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.
2. No later than 5 days after such conviction, employees are required to notify their immediate supervisor and the City and County's Human Resources Department of any criminal drug statute conviction (including a plea of nolo contendere) for a violation occurring in the workplace.
3. Any violation of this Substance Abuse Policy will result in corrective or disciplinary action, up to and including discharge, under the City and County's corrective or disciplinary action procedures as outlined in the Personnel Merit System.
4. Employees who have an alcohol or drug abuse problem are strongly encouraged to use the Employee Assistance Program available through the Human Resources Department.