

Dunlap Public Library District Drug/Alcohol-Free Workplace

Adopted: 23 February 2015

Last Reviewed: 28 February 2022

- A. The purposes of this drug-free workplace policy are:
1. To establish and maintain a safe, healthy working environment for all employees;
 2. To ensure the reputation of the Library and its employees within the community at large;
 3. To reduce the number of accidental injuries to persons and property;
 4. To reduce absenteeism and tardiness and improve productivity.
- B. The following rules constitute the Library's policy concerning substance abuse. This policy will be enforced uniformly with respect to all employees, as indicated.
1. Prohibited Acts
 - a. All employees are prohibited from possessing, using, or being under the influence of alcohol, cannabis, or illegal drugs during work hours. Alcoholic beverage may be brought on Library premises in connection with Library authorized events.
 - b. The sale, possession, transfer, or purchase of alcohol, cannabis, or illegal drugs on Library property or while performing Library business is strictly prohibited.
 - c. No cannabis may be consumed in any form on Library premises. Employees using cannabis outside of Library premises must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties.
 - d. No prescription drug may be used on Library premises by any person other than the one for whom it is prescribed. Such drugs may be used only in the manner, combination, and quantity prescribed. Employees in positions where such prescribed drug usage may affect the safety of themselves or others are required to make such use known to an appropriate supervisor. Minimally, this obligation applies to employees operating Library vehicles and employees using equipment which, if improperly used, may result in personal injury or property damage. This includes using personal vehicles for Library business.
 - e. Considering that some companies require a signature during the workday, exceptions are allowed: Staff are allowed to receive occasional deliveries by regulated carriers (such as USPS, Fed Ex, DHL, UPS) of sealed prescription drugs, over-the-counter medications/supplements or alcohol, provided that the items are delivered directly to the addressed staff member. Immediately upon receipt of such a delivery, the staff member shall remove the item(s) from the building and place in the staff member's locked vehicle, or otherwise remove from DPLD property.
 2. Disciplinary Action
 - a. The use, sale, or possession of an illegal drug or a controlled substance within the meaning of Section 802(6) of the federal Drug Abuse Prevention and Control Act (21 USC 802(6)) while on duty is cause for termination and such action may be reported to appropriate law enforcement officials. For purposes of this policy, the term "controlled substance" also includes any drug that is being used illegally, such as a prescription drug that was not legally obtained or is not used for its intended purpose or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity, unless such use would impair the individual's ability to safely perform safety-sensitive functions.
 - b. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy.

- c. Any employee whose off-duty abuse of alcohol or drugs, whether legal or illegal, results in excessive absenteeism or tardiness or is the cause of accidents or poor work will be referred to a rehabilitation program and will face termination if they reject or fail to complete that program.
- d. Any employee who violates any provision of this policy will be subject to disciplinary action, up to and including termination.
3. Any and all employees involved in any accident at the workplace may be subject to drug/alcohol testing.
4. Each employee acknowledges and agrees that abiding by this policy is a condition of employment and that they will notify their supervisor of any criminal drug statute conviction occurring within the workplace no later than 2 days from the date of the occurrence.

C. DEFINITIONS

1. For purposes of this policy, an alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume.
2. Drug means any substance other than alcohol capable of altering an individual's mood, perception, pain level, or judgment. A prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner.
3. "Legal drugs" are: (a) drugs that are permitted under state or federal law, (b) obtained by an employee with a physician's prescription or over-the-counter, and (c) used for the purposes for which they were prescribed or sold.
4. "Illegal drugs" are drugs or controlled substances that are: (a) not legally obtainable under federal or state law, or (b) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner.
5. Workplace includes the library and its property (including vehicles) and library-sponsored events at off-site locations (after-hours events or events attended on employees' own time are excluded).

A copy of the Drug-Free Workplace Policy shall be given to all employees and posted in a prominent place in the workplace.