

POLICY

Cancels: F-9

Approved by: BOCC

See Also: POL-0410-HR

Res. # 062956

POL-0409-HR

MAINTAINING A DRUG FREE WORKPLACE

Unless otherwise stated in a bargaining unit contract, this policy applies to all Whitman County employees.

1. **Whitman County Recognizes Alcohol and Drug Abuse as Potential Health, Safety and Security Problems.**

2. **All Employees are Responsible for Maintaining a Drug Free Workplace.**

Whitman County expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances.

Employees are prohibited from unlawfully manufacturing, dispensing, possessing, using, distributing, or purchasing non-prescribed drugs and intoxicants on County premises or in County vehicles and from working under the influence of alcohol, illegal drugs, or intoxicants during working hours. This includes when the employee returns from his/her lunch break during which he/she consumed one of the above substances.

If an employee suspects his/her co-worker of being under the influence, he/she must report it to the appropriate supervisor or Human Resources.

3. **Employees Shall Report to Work in an Appropriate Mental and Physical State.**

Employees are required to report to their jobs in an appropriate mental and physical condition, ready to work. If an employee may be impaired because of taking medication according to a doctor's prescription, he/she is expected to discuss it with his/her supervisor before commencing work that day.

If a supervisor develops a reasonable suspicion that an employee is under the influence of drugs or alcohol while at work, he/she may require that employee to take a drug/alcohol test. Reasonable suspicion includes, but is not limited to, abnormal coordination, behavior, speech or odor, unusual work performance or attendance problems. The suspicion needs to be confirmed by a reliable witness who has received substance abuse awareness training. All suspicious factors must be documented.

Since the symptoms mentioned above could be the result of other issues, every effort must be made to confirm possibilities other than drug/alcohol influence before requiring an employee to be tested.

4. **Employees Convicted of a Criminal Drug Violation Occurring on County Property or Time Shall Report it to the County.**

Any employee who is convicted of any violation of any criminal drug statute (including misdemeanors) for a violation occurring on Whitman County property or time shall notify his or her supervisor within five (5) days of the conviction. Employees convicted of a drug-related crime shall be subject to termination. A conviction includes any finding of guilt (including one agreed to by the employee), or pleas of no contest, and/or any imposition of a fine, jail sentence or other penalty.

5. **Employees With Drug or Alcohol Abuse Problems are Strongly Encouraged to Seek Assistance.**

Employees who have an alcohol or drug abuse problem are strongly encouraged to seek assistance through programs offered by the County's health carriers or the Employee's Assistance Program.

6. **Whitman County will Utilize Available County Resources to Educate Employees About the Dangers of Drug and Alcohol Abuse.**

7. **Violations of This Policy May Result in Discipline Up To and Including Termination.**

Any violation of this substance abuse policy will result in discipline up to and including termination. Compliance with this substance abuse policy is a condition of employment.