

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Drug & Alcohol Abuse

POLICY NUMBER: 3190

3190.1 It is the desire of the Governing Board of Library Trustees and the Library Commission that all work environments of Library District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Library District is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

3190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any Library District employee or officer on Library District property or work sites or while said employee or officer is on Library District business is prohibited.

3190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

3190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

3190.2.3 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

3190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the District Librarian pending said employee's attempt at rehabilitation. The District Librarian has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration with regard to the waiving of penalties.

3190.3.1 Discipline or termination that is waived or held in abeyance pending rehabilitation shall be done on the condition, set forth in writing, that the employee:

3190.3.1.1 Successfully complete an approved rehabilitation program;

3190.3.1.2 Faithfully comply with maintenance and therapeutic measures; and,

3190.3.1.3 Be subject to periodic random testing without further reasonable cause.

3190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto Library District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

3190.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

3190.4 To ensure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will immediately be subject to an exam by a qualified physician at Library District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

3190.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

3190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

3190.5 If a qualified physician, as a part of the examination specified in Section 3190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

3190.6 Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the Library District office which will conform to the general format.

3190.7 Library District employees are required to notify the District Librarian in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

Adopted 02/27/2006