

## **9.0 DRUGS & ALCOHOL**

### **9.1 DRUG AND ALCOHOL-FREE WORKPLACE**

Sac County recognizes that drug and alcohol use and abuse negatively affect the County, the employee and the employee's co-workers. Because of this, it is the policy of the County that the County will maintain a drug-free workplace. Employees will be required to abide by the terms of this policy statement.

The County Auditor, as Secretary to the Board, shall be responsible for publication and dissemination of this policy to each employee. In addition, the Auditor shall oversee the establishment of a drug-free awareness program to educate employees about the dangers of drug abuse and make them aware of available drug counseling programs. This program will be used as one method to inform employees of the drug-free workplace policy and the penalties which may be imposed for its violation.

“Workplace” is defined as the site for the performance of work done in the capacity as a County employee. That includes a county building, a county-owned vehicle or a County-approved vehicle used to transport County personnel to and from County work-related activities, and off County property during a County sponsored or County-approved activity, event or function. Since the County is committed to providing a safe workplace, it prohibits the following:

- the unlawful use, sale, manufacture, distribution, or possession on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal or state law. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination of employment.
- the use, sale or possession of illegal drugs, controlled substances, imitation controlled substances, or counterfeit controlled substances, on the job or on the County’s premises, including county owned vehicles, or vehicles being used in the discharge of county duties.
- any improper use of “legal” or physician-prescribed drugs on the job or on the County’s premises, including vehicles as stated above.
- the use, sale of or possession of alcoholic liquor (beer, wine, or alcohol) on the job or on the County’s premises, including vehicles as stated above; and
- being under the influence of illegal drugs or controlled substances, alcoholic liquor (beer, wine, or alcohol) or improperly used prescription drugs.

The County will notify the proper authorities of any suspected sale, possession or use of illegal drugs, controlled substances, imitation controlled substances, or counterfeit controlled substances by a county employee. If a situation warrants it, drug or alcohol testing will be considered. These situations include, but are not limited to, violations of this policy relating to being impaired on the job, or accidents on the job or physical or verbal altercations.

Employees shall notify their supervisor of their conviction under any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the County will take appropriate disciplinary action against the employee, up to and including termination of employment, or the County, at its discretion, will require the employee to successfully participate in an approved drug abuse assistance or rehabilitation program. If the County requires the employee to successfully participate in an approved drug abuse assistance or rehabilitation program and the employee fails to do so, the County will take appropriate disciplinary action against the employee, up to and including termination of employment.