

SALT LAKE COUNTY POLICY AND PROCEDURE**DRUG-FREE WORKPLACE****REFERENCE**

Drug-free Workplace Act of 1988 (P.L. 100-690)
Human Resources Policy & Procedure: General Definitions

POLICY

To comply with the Drug-Free Workplace Act, provide a means of ensuring that County employees are aware of the requirements of the Act and permit the County to make an unqualified certification of compliance with the Act.

PROCEDURE

- 1.0 The unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs and controlled substances is prohibited in the County workplace.
- 2.0 Employees convicted of any illegal drug or controlled substance criminal conviction violation occurring in the County workplace are required to notify their supervisor in writing no later than five calendar days after their conviction.
- 3.0 Disciplinary Action
 - 3.1 County employees convicted of illegal drug or controlled substance violations in the County workplace are subject to appropriate disciplinary action, up to and including termination from County employment. Employees may also be required to satisfactorily complete a drug abuse assistance or rehabilitation program. The determination whether to invoke discipline or rehabilitation, in lieu of or in addition to discipline, shall be within the discretion of the Administrator based on the nature of the offense.
 - 3.2 Failure to report a conviction as provided in paragraph 2.0 may subject the employee to separate disciplinary action.
 - 3.3 If an employee's ability to perform his or her job duties is adversely affected or if drug use reflects adversely on the public service or harms good order and discipline in the County workplace, employees may also be subject to disciplinary action for:
 - 3.3.1 Illegal drug possession or use outside the County workplace, or
 - 3.3.2 Illegal drug possession or use not resulting in a criminal conviction.
- 4.0 County Compliance
 - 4.1 The County has a Drug-Free Awareness Program, under the supervision of the Human Resources Division, which informs County employees about the requirements of this policy, specifically concerning:
 - 4.1.1 The dangers of drug abuse in the County workplace;
 - 4.1.2 The County's policy of maintaining a drug-free workplace;
 - 4.1.3 The availability of drug counseling, rehabilitation and employee assistance programs;
 - 4.1.4 The penalties that may be imposed upon County employees for drug abuse violations.
 - 4.2 The Human Resources Division shall conduct the Awareness Program by:

- 4.2.1 Giving each employee a copy of a statement setting forth the provision of this policy and procedure;
 - 4.2.2 Acquainting all new hires and other new employees with the requirements of this policy and procedure;
 - 4.2.3 Publishing, on a periodic basis, appropriate articles in the employee newsletter; and
 - 4.2.4 Posting notices and providing such other information and employee communications as the Human Resources Division deems appropriate.
- 4.3 The County will provide written notification to agencies of the Federal Government, through which it receives Federal grants or contract monies, of any employee criminal drug statute convictions occurring in the County workplace within ten calendar days after receiving notice of the conviction.

APPROVED AND PASSED THIS 6TH DAY OF OCTOBER, 2009.