



<b>Policy 7.6</b>	<b>Drug Free Workplace</b>		
<u>Effective Date:</u> 9/14/10  <u>Last Amended Date:</u> 2/28/12, 3/25/14	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None

## **DRUG FREE WORKPLACE**

**7.6**

### **POLICY**

It is the policy of DuPage County to declare itself a Drug-Free Workplace. DuPage County will not permit the unauthorized use, consumption, or possession of drugs or alcohol on County property. This policy is consistent with all applicable provisions of the Federal Drug-Free Workplace Act.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment status.

### **GUIDELINES**

- A. Employees are expected and required to consistently report to work on time and in appropriate condition for work.
- B. Any location, at which County business is conducted, whether at the County Complex or any other County worksite, is declared to be a drug-free workplace. This will include County vehicles and any private vehicles parked on County premises or worksites. Alcoholic beverages or nonprescription narcotics are prohibited while operating a personal or County vehicle.
- C. DuPage County explicitly prohibits:
  - The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on County premises or while conducting County business.
  - Being impaired or under the influence of legal or illegal drugs or alcohol away from County premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the County's reputation.
  - Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from County premises, if such activity or involvement adversely affects the

employee's work performance, the safety of the employee or of others, or puts at risk the County's reputation.

- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the County, or while on County business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee
- D. It is the employee's responsibility to inform their Department Head or Supervisor if they are currently on prescription medication that may affect their ability to safely and effectively perform the duties of their job. Should the employee be unable to perform the essential functions of their position as a result of taking prescription medication, the County will evaluate whether a reasonable accommodation exists in accordance with Personnel Policy 2.5: Workplace Accommodations.
- E. It is the responsibility of all County employees to report when suspicion exists that another DuPage County employee is impaired or under the influence as described in this policy.
- F. An employee with a positive test result for any prohibited substance, or an employee who either attempts to adulterate or fails to submit to testing under this policy shall be in violation of the policy. Any employee violating this policy is subject to disciplinary action, not to exclude termination for the first offense. (See Personnel Policy 10.1: Employee Disciplinary Guidelines).

## **PROCEDURES**

1. By law, acknowledgment and agreement of this policy is required of employees as a condition of employment. All employees will receive a copy of the policy and an acknowledgment form to sign. The acknowledgment form will be filed in each employee's personnel file.
2. Any employee convicted of violating a criminal drug statute must inform their Supervisor of such conviction within five (5) days of the conviction occurring. This information should then be forwarded to the Human Resources Department. By law, the County must notify the federal contracting officer within ten (10) days of receiving such notice from the employee or any other verifiable source.
3. The County reserves the right to conduct pre-employment, random, post-accident and reasonable suspicion testing when properly documented by the supervisor and when approved by the Department Head and Director of Human Resources, or designee.
4. The County reserves the right to offer employees participation in an approved rehabilitation or drug abuse assistance program, at the employee's cost, as an alternative or in conjunction with disciplinary action. If such a program is offered, and accepted by the employee, the employee must satisfactorily participate in the program as a condition of continued employment.