

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: ALCOHOL, DRUGS, AND CONTROLLED
SUBSTANCES PROHIBITION

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: DECEMBER 28, 2001; REVISED JANUARY 1, 2009

POLICY NUMBER: 1

POLICY

It is the County's policy to maintain a healthful, safe and productive work environment and to protect its employees and members of the public from verbal or physical comments or actions caused by an employee, who is under the adverse influence of alcohol, illegal drugs, legal drugs and legal medications.

Examples of illegal drugs or controlled substances are listed in Purdon's Pennsylvania Statute annotated Title 35, Health and Safety, Chapter 6. This is a partial listing of illegal drugs and controlled substances covered under this policy.

ALCOHOL, ILLEGAL DRUGS OR CONTROLLED SUBSTANCES

Employees are prohibited to use, consume, possess, sell, distribute, transfer or manufacture alcohol, illegal drugs or controlled substances in any amount, while in a County facility or on County property or while performing County business outside a County facility or property.

UNDER THE INFLUENCE

Indications of being under-the-influence are manifested by erratic behavior, abnormal control of motor skills, slurred speech, odor of alcohol or medication.

DISPOSITION OF BEING UNDER-THE-INFLUENCE

An employee's first on-the-job violation of being "under-the-influence" of alcohol, illegal or legal drug or controlled substance will be placed on medical leave and be required to take corrective action(s) as determined by the County. A second violation of being "under-the-influence" while on the job will result in discharge. Examples of illegal drugs or controlled substances are listed in Purdon's Pennsylvania Statutes annotated title 35, Health and Safety, Chapter 6.

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LEGAL DRUGS AND MEDICATIONS

Employees are prohibited from using legal prescription drugs or medications to a degree that their work performance is impaired or to a degree that their well being, the well being of other employees or well being of the public may be endangered. If it is determined that an employee is in a prohibited condition he/she may be placed on medical leave and be required to undertake corrective action(s), as determined by the County.

An employee using a legally prescribed or over the counter drug which is identified by its label to have possible side effects such as dizziness, distorted motor skills, impaired judgment or other adverse manifestations that could impair work performance or place him/herself or other employees in danger, has the obligation, to inform, on a confidential basis, his/her department head and the Personnel Office about his/her situation. Such reporting will be held in strict confidentiality. Failure to inform could result in disciplinary action including termination

COUNSELING VIA EMPLOYEE ASSISTANCE PROGRAM

Alcohol and drug counseling can be obtained through the employee assistance program by calling either CCAP at 1-800-543-5080, or Aetna at 1-888-238-6232 .

