

COUNTY OF ERIE

PERSONNEL POLICIES & PROCEDURES

SUBJECT: DRUG-FREE WORKPLACE

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: FRANK N. SCALISE, DIRECTOR OF PERSONNEL

EFFECTIVE DATE: MARCH 1, 1991, REVISED DECEMBER 28, 2001

POLICY NUMBER: 6

PURPOSE

The County of Erie has an obligation to its employees, customers, and the community to take reasonable steps to prevent the use of illegal drugs at our work sites.

Drug abuse by employees can present a real threat in the workplace in the form of adversely affecting safety, productivity, attendance, and workmanship. Drug abuse can potentially disrupt work schedules, quality, office efficiency, and in the long run endanger the job security of all employees.

COMPLIANCE

All County employees will abide by this policy

VIOLATIONS

1. **On premises impairment prohibited**

No employee on premises will be seriously impaired by any controlled substance. Violation may result in discharge.

2. **On premises distribution for sale prohibited**

No employee on premises will distribute for sale any quantity of a controlled substance. Violation may result in discharge.

3. **On premises manufacture, distribution, dispensation, use, purchase or possession prohibited**

No employee on premises will manufacture, distribute, dispense, use, purchase or possess any quantity of a controlled substance. The only exception will be use or possession of drugs, which are prescribed by an appropriate physician. Violation may result in discharge.

4. **Definitions**

- a. "On premises" means any County vehicle, office, warehouse, building or property (including parking lots) which are owned, leased, rented or operated by the County; or any other site at which an employee performs County work.

- b. “Impaired” means under the influence of a substance such that the employee’s motor abilities (e.g., sight, hearing, balance, reaction, reflex, etc.) or judgment are affected.

CRIMINAL CONVICTIONS

1. Reporting to the County

All employees must notify their Supervisor in writing of any criminal drug law convictions for a violation occurring in the workplace no later than 5 days after such conviction.

2. Consequences

If so convicted, you will be subjected to one of the following, or both, within 30 days of your notice to us:

- a. appropriate personnel action up to and including termination, and/or
- b. satisfactory completion of a drug abuse assistance or rehabilitation program approved for such purpose by the Federal, State, or local health, enforcement, or other appropriate agency.

TARGETED SUBSTANCES

Some of the drugs that are illegal under federal laws include:

<u>Narcotics</u>	<u>Hallucinogens</u>	<u>Depressants</u>	<u>Cannabis</u>	<u>Stimulants</u>
Opium	LSD	Barbiturates	Marijuana	Cocaine
Morphine	Mescaline		Hashish	Amphetamines
Heroin	Peyote			
Codeine	Phencyclidine (PCP)			

INSURE COMPLIANCE WITH A DRUG-FREE WORKPLACE

The County will conduct drug awareness programs on the danger of drugs in the workplace.

COUNSELING AND REHABILITATION

Drug counseling and rehabilitation are available under the County’s Employee Assistance Program and is also a partial reimbursable medical expense under employee health insurance.