

Drugs, Narcotics and Alcohol

It is the policy of the Library to maintain a workplace that is free from the effects of drug and alcohol abuse. The Library is a smoke-free workplace.

1. Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on Library premises or work sites. In addition, the Library prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs when those activities adversely affect job performance, job safety, or the Library's reputation in the community.
2. The Library will not hire, subject to state or local law restrictions, alcohol or drug abusers whose current use of those substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others.
3. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; or dispensing, distributing, or illegally manufacturing or selling them on Library premises and worksites. Employees, their possessions, and Library-issued equipment and containers under their control are subject to search and surveillance at all times while on Library premises or work sites or while conducting Library business. Employees subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the Director within five days, and the Director is then to take appropriate action as required by law.
4. Employees may be asked to take a test at any time to determine the presence of drugs, narcotics, or alcohol, unless the tests are prohibited by law. Employees who agree to take the test must sign a consent form authorizing the test and the Library's use of the test results for purposes of administering its discipline policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. Tests that are paid for by the Library are the property of the Library, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.

5. Supervisors should report immediately to the Director any action by an employee who demonstrates an unusual pattern of behavior. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises.
6. Employees must report their use of over-the-counter or prescribed medications to the Director if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.
7. Employees that are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency, may request or be required to seek counseling help.
8. An employee who is abusing drugs or alcohol may, in the discretion of the Director, be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Director that the employee is capable of performing his or her job. Failure to cooperate with an agreed upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violation of this and other policies.

Adopted by the Board of Trustees: January 1997
Amended: June 2010