



DRUG AND ALCOHOL FREE WORKPLACE POLICY

It is the policy of the City of Racine to provide a drug-free workplace for all of its employees. The City requires that employees neither use nor be under the influence of drugs, intoxicants, alcohol, narcotics or any other controlled substance(s) and that a zero tolerance standard shall prevail in the workplace. The City recognizes the importance of maintaining a safe, efficient and healthful workplace, as well as the social responsibility to provide assistance to its employees to the extent possible. Therefore, employees are expected to report to work free from any alcohol or controlled substances that could inhibit their ability to perform their duties.

REPORTING OF DRUG CONVICTION

As required by the Drug Free Workplace Act, Public Law 100-690, Title V, Subtitle D, all City employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, alcohol or drug paraphernalia is strictly prohibited in the workplace. Furthermore, this law makes it a condition of employment that all City employees abide by the Drug and Alcohol Free Workplace Policy. The employee must notify the City (your immediate supervisor or the Human Resources Director) of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. Within ten (10) days of receiving such notice of conviction, the City will notify the appropriate federal contracting or granting agency as required. The federal law requires this action. Within thirty (30) days of notice of a work place drug conviction, the City will, at its discretion: 1) require the employee to satisfactorily participate in a Drug or Alcohol assistance or Rehabilitation program that is approved by the City, or 2) take appropriate personnel action as identified below.

An employee's failure to abide by the terms of the above paragraph will result in disciplinary action up to and including termination of employment. The actual action taken will be based upon the seriousness of the offense, the employee's past employment record, and the employee's willingness to participate in drug or alcohol abuse assistance or rehabilitation program.

PREVENTION AND REHABILITATION

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline or termination of employment. The City provides access to drug and alcohol counseling, rehabilitation and the Employee Assistance Program for all of its regular employees. The City's group health insurance provides benefits for rehabilitation services, and the City treats drug and alcohol addiction the same as other illnesses and provides for a leave of absence if required by the Family and Medical Leave Act for treatment of drug-related or alcohol-related illnesses. The City also recognizes drug and alcohol abuse as a potential health and safety problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program and health insurance plans as appropriate. Employees may phone the City EAP Officer (Jerry Scott) at 636-9589 for additional information. Conscientious efforts to seek such help will not jeopardize any employee's job; and contracts with the EAP, initiated only by the employee, will not be known nor noted in any personnel record.

LEAVE OF ABSENCE PRIOR TO TESTING

An employee shall be permitted to take a leave of absence for the purpose of undergoing treatment pursuant to a Drug or Alcohol Assistance or Rehabilitation Program approved by the City for drug and alcohol addiction. The leave of absence must be requested prior to the commission of any act subject to disciplinary action.

RESPONSIBILITY OF THE CITY

Because drug and alcohol use can seriously jeopardize the health and safety of employees and the public, it is the responsibility of the City to attempt to maintain a drug-free and alcohol-free workplace at all times. As part of this effort, the City will continue to provide access to an Employee Assistance Program for current regular City employees. The City will administer pre-employment drug and alcohol testing where appropriate and will conduct post-accident, reasonable suspicion, random and return to-work drug and alcohol tests as required by federal law. The City will also provide training and education to

inform employees of the dangers of drug and alcohol abuse in the workplace. It is the responsibility of all City employees to abide by the terms of this policy as a condition of employment