

2.4(1): Drug-Free Workplace

This policy applies to all employees.

POLICIES AND PROCEDURES

It is the policy of Adams County to promote a work environment that is free from the effects of illegal or misused legal drugs, alcohol, and controlled substances. In order to provide quality service to the public, in addition to a safe, healthful and efficient work environment, the County requires its employees to report for work fit to perform their jobs. The County shall follow all applicable laws and regulations, including the Americans with Disabilities Act (ADA).

Adams County strictly prohibits being under the influence of, or the use, possession, or manufacturing of alcohol, illegal drugs or controlled substances (as listed in Schedule I of the federal Schedule of Controlled Substances – 21 C.F.R. 1308.11), on or in any County property, work sites, County-owned vehicles, personal vehicles being used for County business or parked on County property, collectively known as the “workplace.” The County further prohibits the sale, transfer, or distribution of prescription drugs, controlled substances, and illegal drugs in the workplace. The County also prohibits the use of electronic cigarettes inside the workplace.

Adams County reserves the right to establish drug-testing rules, regulations, and procedures regarding its employees or applicants for employment.

Employees shall notify their department director of any criminal drug statute convictions no later than five (5) days after such conviction.

Employees found in violation of this policy may be subject to disciplinary actions as set forth in the Discipline and Appeal Policy 1.8. Other actions, including notification of appropriate law enforcement agencies, may be taken in response to a violation of the policy.