

CAYUGA COUNTY POLICY MANUAL
Section 29-c

Subject: Workplace Health Policies
Effective Date: 5/25/10; Res. 255-10
Supersedes Policy of: May 16, 1990

Policy Title: Alcohol/Drug-Free Workplace Policy

Objective: The County is aware of the dangers of drug abuse in the workplace and desires to provide a drug-free work environment for its employees in order to maintain the highest quality of services to its citizens. Use of legal prescription drugs in excess or that do not have a prescription will be in violation of this policy in addition to use of alcohol or over the counter drugs in excess to the extent the employee's health or safety are in jeopardy.

Policy: The County of Cayuga recognizes that its employees are our most valuable resource in providing services to the citizens of the community, and in accordance with Federal Regulations of the "Drug-Free Workplace Act" (Omnibus Drug Law of 1988) establish the following provisions of this policy:

1. It shall be unlawful for any employee to manufacture, distribute, dispense, possess or use a controlled substance in the employer's workplace. Possession of a Controlled Substance in the Workplace is forbidden without a prescription. Possession of any illegal drug is forbidden in the workplace. Any person violating this requirement shall be subject to suspension or termination.
2. It shall be unlawful for any employee to manufacture, distribute, dispense, possess or use alcohol in the employer's workplace. Possession of Alcohol in the Workplace is forbidden. Any person violating this requirement shall be subject to suspension or termination
3. The County shall establish a drug-free awareness program to inform employees about (a) the dangers of drug abuse in the workplace, (b) the employer's drug-free workplace policy, (c) the availability of drug/alcohol counseling, rehabilitation, and employee assistance programs as provided under our Health Coverage Plan, and (d) the penalties that may be imposed upon employees for drug/alcohol violations occurring in the workplace.
4. All employees and those engaged in the performance of contracts or grants shall abide by this policy statement, and if they are convicted of a criminal drug offense occurring in the workplace they shall notify their immediate supervisor within five (5) calendar days after the conviction.
5. The County of Cayuga shall notify the Federal contracting or grant agency within ten (10) calendar days after receiving actual notice of such a conviction.
6. The County of Cayuga shall take one of the following actions within thirty (30) calendar days of receiving notice that an employee is convicted of a criminal drug offense as provided under paragraph (3):

- (a) Appropriate personnel action against the convicted employee, which would include suspension or termination.
 - (b) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the County of Cayuga and the provider of our Health Coverage Plan.
- 7. County of Cayuga will make good faith effort to continue to maintain a drug-free workplace through the implementation of the above noted requirements.

Note: Policy shall be reviewed by the Human Resource Office periodically. Any revisions that are changed due to statute or approved by the Legislature shall be distributed to departments.