

DRUG-FREE WORKPLACE POLICY

GENERAL POLICY

It is the policy of the Beloit Public Library to maintain a drug free work place for all of its employees. Drug use both on and off the job can have a significant impact on an employee's job performance and can threaten an employee's own personal well being and safety as well as the safety of other employees and the general public.

Employees are expected to report to work free from any substances that could inhibit their ability to perform their duties. The use, possession, distribution, dispensing or manufacture of an illegal drug while on duty, on or off Library property, is prohibited.

In addition, employees are not permitted to consume alcoholic beverages immediately before or during the workday. This includes breaks and lunch periods. Consumption of alcohol, even in moderate amounts, impedes performance, causes safety risks and projects a poor image of Library employees to the community.

Failure to comply with this policy will lead to disciplinary action up to and including termination.

PREVENTION AND REHABILITATION

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline and termination. The Beloit Public Library encourages employees who have alcohol or other drug problems to seek help to deal with their problem. Employees are encouraged to use the services of the Employee Assistance Program (E.A.P.). Information about the E.A.P. is posted on employee bulletin boards throughout the Library. Additional information is available from the Business Manager.

REPORTING OF DRUG CONVICTION

Pursuant to the Drug-Free Workplace Act of 1988, any employee who is convicted of any violation of a criminal drug statute occurring while on duty must notify the Library Director no later than five days after such conviction.

PRESCRIPTION DRUGS

Employees must notify their Department Head when taking any medication which may interfere with the safe or effective performance of their duties or operation of equipment.

DRUG TESTING

When an employee is acting in an abnormal manner or appears unfit to perform his/her duties in a safe manner, and a Department Head has probable suspicion to believe the employee is using or is under the influence of alcohol or other drugs, the employee shall be taken to a properly authorized testing facility for alcohol or drug testing. Probable suspicion means suspicion based on specific personal observations that the supervisor can describe concerning the appearance, behavior, speech, or breath odor of the employee.

Refusal to comply with alcohol or drug testing will constitute a presumption of intoxication and the employee will be subject to discipline, up to and including immediate termination.

LAST CHANCE WORK RULE: If the employee tests positive for drug use of a controlled substance or alcohol, he/she may enter into a last chance agreement with the Library. Random drug testing will take place periodically. If the employee tests positive on a second occasion for any controlled substance or alcohol, he/she will immediately be dismissed for just cause. Acceptance of the Last Chance Work Rule offer by the employee does not constitute a contract of employment.

History: Adopted September 2000; Effective January 2001; Reviewed December 2003; Revised January 2005; Reviewed September 2006; Revised July 2011, Revised October 2015.