

## **Introduction**

Illegal drugs in the workplace are a danger to all City employees. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in municipal government. The City of Taft will not tolerate the illegal use of drugs in the workplace.

## **POLICY**

Effective immediately, any location at which City business is conducted is declared to be a drug-free workplace. This means:

1. All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. The following is a partial list of controlled substances:

- Alcohol
- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish)
- Stimulants (cocaine, diet pills, etc.)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, "designer drugs," etc.)

Any employee violating this policy is subject to disciplinary action including possible termination for the first offense.

2. Employees have the right to know the dangers of drug abuse in the workplace, the City's policy about them, and what help is available to combat drug problems. This document defines the City's policy. The City of Taft will institute an education program for all employees on the dangers of drug abuse in the workplace.

In addition, the City will provide supervisory training to assist in identifying and addressing illegal drug use by employees.

3. Any employee convicted of violating a criminal drug statute in this workplace must inform the Personnel Director of such conviction (including pleas of guilty and nolo contendere) within five days following conviction. Failure to so inform the City subjects the employee to disciplinary action, including possible termination for the first offense. By law, the City will notify the federal contracting officer within ten days of receiving such notice from an employee or otherwise receiving notice of such a conviction.

4. The City reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program during non-work hours and without compensation, as a condition of continued employment.

**ALL EMPLOYEES ARE REQUIRED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGEMENT AND AGREEMENT ARE REQUIRED OF EACH EMPLOYEE AS A CONDITION OF CONTINUED EMPLOYMENT.**