

Drug-Free Workplace Policy

Purpose

It is the purpose of this policy to provide and maintain a drug -free, healthful, safe and secure work environment, and to comply with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690 Title V, Subtitle D).

Policy

- I. Notice will be given to prospective employees that a drug test will be part of any pre-employment process in any notice of advertisement soliciting applicants for employment. Temporary —summerll employees will be excluded from this policy unless the job duties to be assigned to the employee require the employee to drive Polk County vehicles or are of a safety sensitive nature. Temporary employees moving to regular positions shall be subject to the pre-employment drug testing policy. All prospective employees who have been extended a conditional offer of employment with Polk County shall be required to sign an authorization/release form prior to the pre-employment drug test. Prospective employees whose pre-employment drug test is verified as positive shall be ineligible for employment with Polk County for a period of six months from the testing date. Drug tests that are adulterated will be considered positive.
- II. Current employees transferring or bidding into positions covered by federally mandated drug and alcohol testing shall be eligible for testing under the provisions of drug testing laws applicable to the respective position. If a pre-employment test under section I or a test under this section (II) is determined to be a dilute specimen but is determined negative the prospective employee will be allowed to resubmit a specimen. However, if the dilute specimen is determined positive the positive test shall stand.
- III. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.
- IV. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substance on the employer's premises or while conducting the employer's business is absolutely prohibited.
Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- V. The County recognizes drug and alcohol dependency as illnesses and a major health problem. Accordingly, employees who think they have an alcohol or drug usage problem are urged to seek confidential assistance through the Employee Assistance Program. The County will be supportive of those who seek help voluntarily. The County also recognizes drug and alcohol abuse as a potential health, safety and security problem. The County will be firm in identifying and disciplining employees who continue to be substance abusers and do not seek help and/or do not remain drug and alcohol free during work situations.
- VI. In order to comply with the Drug-Free Workplace Act of 1988, employees are required to report any convictions under criminal drug statute for violations occurring on the employer's premises or off the employer's premises while conducting County business. A report of a conviction must be made to the employee's supervisor or other appropriate official within five (5) days after the conviction.
- VII. Compliance with the terms and reporting requirements of this policy is required as a condition of employment for all employees.

Contact: Human Resources
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