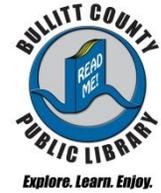


# Substance Abuse and Testing Policy

Created 11/28/1993

Revised 2/10/2015



Bullitt County Public Library, in compliance with all applicable State and Federal Statutes, certifies that the library district complies with requirements of providing a drug free workplace. All employees will be given as part of condition of new or continued employment a copy of the Drug Free Policy and Guidelines form. This form will be signed and placed in the employee's personnel folder.

A drug-free awareness program will be included as part of other staff training programs. It will include information on the dangers of drug abuse, the policy of maintaining a drug-free workplace, the referral to drug counseling programs as needed.

## SALE, USE, MANUFACTURE, DISTRIBUTION, OR POSSESSION

This policy prohibits the use, sale, manufacture, distribution, or possession of illegal drugs on the Library's property or at any location where the employee is performing his or her job duties. This prohibition includes Library vehicles on or off Library premises. Violation of this policy will subject the employee to:

- Disciplinary action, up to and including immediate discharge, or requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State, or local health, law enforcement or other appropriate agency.
- Possible legal consequences.

## TESTING GUIDELINES

The Library shall have the right to require any employee to submit to drug and/or alcohol testing under the following circumstances:

- Pre-Hire – As part of our screening procedures that occur prior to hiring. This excludes minors.
- Post-Incident – Where the employee was involved in an incident that resulted in Library property damage or physical injury to any person while at work or while using Library property.
- Reasonable Suspicion – Upon the belief of management that any employee may have alcohol or illegal drugs in his or her system while at work or while performing job duties away from the Library.
- Post-Leave – As a matter of standard practice when the employee has been absent from the workplace on any form of leave for 60 or more consecutive calendar days.

## REFUSAL TO SUBMIT TO TESTING

Refusal to submit to a drug or alcohol test when requested by the Library, or any attempt to tamper with the test procedure or sample collected, will result in a candidate for an open position being

removed from the application pool. Current employees who refuse to submit to a test will be subject to disciplinary action, up to and including discharge.

#### PRESCRIPTION MEDICATIONS

If a staff member is using medication prescribed by a licensed physician, the employee is responsible for obtaining assurances from that physician and/or pharmacist that the medication will not impair the employee's judgment or ability to safely and efficiently perform his or her job duties. The employee should provide documentation to the Administration of any prescribed medications that could have an impact on work performance.

#### CONDITION OF EMPLOYMENT

All employees must, as a condition of employment, abide by the terms of this policy. An employee will notify the Library Administration in no less than five calendar days of any conviction on criminal drug statute occurring in the workplace, as mandated by the Drug Free Workplace Act of 1988.

#### INVESTIGATIONS

Any employee who suspects or witnesses any use of illegal drugs by any staff member while on duty or by anyone on the Library's property is required to report this information immediately to his or her supervisor. The Library will utilize all lawful investigative techniques in response to this information. Evidence obtained by the Library of the unlawful use, manufacture, trafficking, distribution, or possession of illegal drugs or controlled substances will be provided to the appropriate law enforcement authorities.

#### PROTECTION FOR EMPLOYEES

The Library commits itself to protecting employees from the dangers of substance abuse. These protections include, but are not limited to:

- Employee records (test results, referrals to counseling, etc.) will be kept confidential. The Library provides information to other staff and entities on a "need-to-know" basis. Any employee who violates another employee's confidentiality rights is subject to disciplinary action, up to and including termination of employment.
- The Library commits itself to helping employees with substance abuse problem find counseling. Each situation will be reviewed individually.

The Library will secure the services of a responsible agency to administer testing. Any request for testing will be initiated as quickly as possible when an investigation begins. A Library representative will accompany the employee to the drug testing center.