

## DRUG FREE WORKPLACE

Pursuant to the Drug-Free Workplace Act of 1988 passed by Congress, and Resolution Number 116 of 1991 passed by the Delaware County Board of Supervisors, it shall be the policy of the County of Delaware that a drug-free workplace shall be maintained. The Personnel Office is responsible for coordinating the Drug-Free Workplace policy with the assistance of the Mental Health, Drug Abuse and Alcoholism agencies of the County.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. Employees who violate this prohibition shall be subject to discipline in accordance with relevant provisions of the Civil Service Law. Disciplinary action may result in the termination of employment, or such other action as is deemed appropriate, including requiring the employee to satisfactorily participate in an approved drug rehabilitation program.

### Delaware County's Responsibilities under this Act:

*WE HAVE TO TELL YOU THAT YOU CAN'T BRING IN, MAKE, DISTRIBUTE OR SELL, USE OR EVEN HAVE WITH YOU DRUGS WHEN YOU'RE HERE.*

*WE HAVE TO INFORM YOU OF THE DANGERS OF DRUGS IN THE WORKPLACE.*

*WE WILL TELL YOU WHAT IS AVAILABLE TO YOU.*

*WE HAVE TO PROVIDE YOU WITH OUR WRITTEN POLICY (a copy of which is provided each employee at the time of employment)(copies are available at the Personnel Office).*

*WITHIN 30 DAYS OF YOUR TELLING US ABOUT A WORK RELATED CONVICTION, WE MUST EITHER:*

- 1. DISCIPLINE YOU - RIGHT UP TO DISCHARGING YOU, OR*
- 2. OFFER YOU ANY HELP AVAILABLE TO COMBAT YOUR INVOLVEMENT WITH DRUGS*

### The Employee's Rights and Responsibilities under the Act:

*YOU HAVE TO READ OUR POLICY STATEMENT (provided at time of employment).*

*YOU HAVE TO AGREE TO ABIDE BY THE RULES OF OUR DRUG-FREE WORKPLACE. WE CAN DISCHARGE YOU IF YOU DON'T.*

*YOU HAVE THE RIGHT TO KNOW WHAT HELP IS AVAILABLE TO AID YOU IN OVER-COMING AN INVOLVEMENT WITH DRUGS.*

*IF YOU'RE CONVICTED OF A CRIMINAL DRUG VIOLATION IN OUR WORKPLACE, YOU HAVE TO TELL US **WITHIN FIVE DAYS** AFTER THE CONVICTION.*

*IF YOU ARE CONVICTED, WE MAY OFFER A PROGRAM TO HELP YOU INSTEAD OF DISCIPLINING YOU. IF YOU AGREE TO ACCEPT HELP, YOU MUST SATISFACTORILY COMPLETE THE STEPS AGREED ON OR RISK LOSING YOUR JOB.*