

DRUG-FREE WORKPLACE POLICY

This policy is established to conform with Public Law 100-690, a federal law addressing drugs in the workplace.

We hereby alert our employees that unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace.

Employees who violate the Library policy concerning controlled substances will be subject to disciplinary action, which can result in termination of employment.

Any employee retains his/her right to appeal actions taken under this policy through the Library's grievance procedure.

As a condition of employment, each employee is required to abide by the terms of this policy and is also required to notify the employer of any conviction of a Municipal, State, Federal, or Tribal controlled substance statute or ordinance within five (5) days after such conviction.

The Library will notify appropriate federal funding agencies within ten (10) days after receiving actual notice that a Library employee has been convicted of a controlled substance violation.

Drug-free Awareness Program

The Superior District Library intends to employ various methods to establish and maintain a drug-free awareness program for employees including, but not limited to, the following actions:

1. Make available brochures or other literature that educate employees about substance abuse.
2. Consider requests by employees and supervisors for training sessions or other programs.

Medical Treatment

Superior District Library believes that drug and alcohol abuse are illnesses requiring medical treatment. In this regard the Library will:

1. Encourage affected individuals to voluntarily seek medical help.
2. Assist supervisors in dealing with associated problems related to the employee's work performance.
3. Require mandatory reporting by an employee of his/her substance abuse and actual knowledge of a co-employee's drug and/or alcohol abuse during work hours.

If the employee seeks help prior to discovery of drug or alcohol abuse, then confidentiality, job security, and advancement opportunities will be protected. If the

employee does not seek help for drug or alcohol abuse and the problem comes to the attention of the Library, then the employee will be subject to disciplinary action. The Library may refer an employee to a drug counseling agency for help because of deteriorating job performance or excessive absenteeism.

Adopted March 24, 2016