



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Alcohol and Drug-Free Workplace	AUTHORIZED BY: Sarah H. Steelman Commissioner
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ISSUED: May 22, 1989	REVISED: December 31, 2019

I. Purpose

It is the policy of the Office of Administration (OA) to maintain an alcohol- and drug-free workplace for the purpose of protecting and promoting the health, safety, and productivity of OA employees; ensuring safe, efficient service to OA customers; and complying with the federal Drug-Free Workplace Act of 1988 (41 USC 8101 et al.).

II. Scope

This policy applies to all OA employees.

III. Policy

- A. An employee shall not be impaired by any drug, whether legal, illegal, prescription, or non-prescription; alcohol; or any other substance while conducting State business. Nor shall an employee report for duty or remain on duty while impaired by any drug, whether legal, illegal, prescription, or non-prescription, or alcohol.

For purposes of this policy, “impaired” means the employee’s ability to perform his or her duties is diminished to an unacceptable or unsafe level as determined by the employee’s appointing authority, and “illegal drug” includes any drug requiring a medical prescription, for which the employee does not have a lawful medical prescription; and any other drug that is illegal under Missouri or federal law, including marijuana and medical marijuana.

- B. An employee shall not manufacture, distribute, dispense, possess, or use an illegal drug on State owned or leased property (including vehicles) or while conducting State business.
- C. An employee shall abide by the terms of this policy and shall report an arrest or conviction to his or her division director as required by OA Policy B-38. For purposes of compliance with the federal Drug-Free Workplace Act of 1988 (41 USC 8101 et al.), the compliance and conviction reporting requirements are conditions of employment.

An employee who violates this policy may be subject to disciplinary action up to and including dismissal and/or required to complete drug treatment in accordance with the federal Drug-Free Workplace Act of 1988 or Missouri’s Drug-Free Public Work Force Act (Section 105.1100, RSMo, et al.).

- D. Supervisors and managers are responsible for (1) ensuring that all employees under their supervision have received and reviewed this policy, and (2) responding promptly and



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consistently to any violations or suspected violations of this policy and promptly contacting OA-Human Resources, which shall consult with OA counsel.

- E. Employees who may be experiencing issues related to alcohol or drug misuse are encouraged to contact their healthcare provider or Strive Employee Life and Family (“SELF”) (formerly known as the Employee Assistance Program or EAP) for assistance. Information regarding SELF services is available via the Missouri Consolidated Healthcare Plan at <http://www.mchcp.org/index.asp> or (800) 487-0771.
- F. OA employees and applicants for employment whose primary work location is a facility of a state agency requiring drug testing are subject to that agency’s policies regarding employee and applicant drug testing.