



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Alcohol-free and Drug-free Workplace	AUTHORIZED BY: Jacquelyn D. White
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ISSUED: May 22, 1989	REVISED: May, 2003

I. General Statement

To promote a safe and healthy environment for employees and clients of the Office of Administration, an alcohol-free and drug-free workplace is hereby promulgated.

II. Guidelines

- A. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcoholic beverage is prohibited on state owned or leased property or while conducting business. This includes employees who are found to be intoxicated or under the influence of a non-prescription controlled substance or illegally obtained prescription drugs when initially reporting for duty, while on duty, or while operating a state vehicle, whether or not the alcohol or drug was consumed off state premises or off duty.
- B. Legally obtained prescription medication may be allowed on state property. Employees are responsible for notifying their supervisor when prescribed medication may temporarily impair the employee's ability to safely and satisfactorily perform their duties.
- C. Recognizing drug and alcohol dependency as illnesses and major health problem, the Office of Administration encourages employees to use the Employees Assistance Program or any other counseling or rehabilitation services available.
- D. All employees of the Office of Administration shall comply with the provisions of this policy. Employees violating the provisions of this policy will be subject to disciplinary action up to and including dismissal.
- E. An employee shall notify his/her division director of any criminal drug-statute conviction for a violation occurring on state owned or leased property or while conducting business no later than five days after such conviction.
- F. Supervisors and managers are responsible for: (1) ensuring that all current and new employees under their supervision have reviewed and been advised of the provisions of this policy; (2) responding promptly and consistently to any violations of this policy; and (3) ensuring that all current and new employees under their supervision have been advised of the availability of the Employees Assistance Program.