

ALAMEDA COUNTY DRUG-FREE WORKPLACE POLICY

This policy applies to all Alameda County employees (full-time, part-time, permanent, temporary, provisional and services-as-needed, student trainees and interns) as well as the County's contractors and vendors operating in the County's workplace.

Purpose

It is widely recognized that the use of drugs is a major contributor to serious health problems as well as to social and civic concerns. In response to these concerns, the U.S. Congress passed the "Drug-Free Workplace Act of 1988." Drug use in the workplace can potentially affect the quality and safety of the work environment as well as jeopardize the health of the user. It is Alameda County's intent to comply with the law by issuing this policy in conformance with the requirements of the law and by providing information about the dangers of drugs in the workplace to County employees.

While Alameda County has no intention of intruding into the private lives of its employees, involvement with controlled substances, on and off the job, can take its toll on job performance and employee safety. It is in the best interest of the employees, their fellow workers, and the public that employees are in a condition to safely and efficiently perform their duties.

Policy

Controlled Substance:

In conformance with the Drug-Free Workplace Act of 1988, the County of Alameda reaffirms its commitment to the maintenance of a drug free workplace. All persons covered by this policy are reminded that the unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances in the workplace is prohibited. Controlled substances are those defined in the 21 United States Code Section 812 and include, but are not limited to, such substances as marijuana, heroin, cocaine and amphetamines.

Other Policies

Alcohol:

Also in conformance with the Policies of the Civil Service Commission, Section 2104: Causes for Disciplinary Action, item 3) drunkenness on the job, the abuse of alcohol at the workplace may constitute a cause or reason for disciplinary action.

Procedure

In keeping with the County's commitment to uphold the law, persons covered by this policy must notify the department/agency personnel officer or the County's Deputy Director of Human Resource Services of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction. The workplace is presumed to include all Alameda County facilities and premises where the activities of the County are conducted, including all sites where Alameda County employees may visit in the execution of their job duties, such as schools, hospitals, homes, etc.

All Alameda County employees are required to comply with this policy as an essential condition of employment. Violations of this prohibition may be subject to discipline up to and including termination and/or a requirement to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as specified in the Drug-Free Workplace Act.

Individuals who are not County employees, but who perform work at County work sites for the County's benefit (e.g., independent contractors, temporary employees provided by agencies, visitors engaged in joint project efforts with the County, volunteers, interns, trainees and vendors) are required to comply with this policy. Such individuals found to be in violation of this policy may be barred from further work for and in the County's facilities.

Most employees have been trained on the requirements of the Drug-Free Workplace Act and how Alameda County intends to support the Act. Those who have not should contact their departmental training liaison.