

SECTION IV : ALCOHOL AND DRUG FREE WORKPLACE

1. GENERAL POLICY. The purpose of this policy is to implement the Federal Drug Free Workplace Act of 1988 by providing for a safe and productive work environment that is free from impaired performance caused by employee use or abuse of alcohol, controlled substances, and/or prescription and non-prescription medication.
2. EMPLOYEE RESPONSIBILITIES.
 - A. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, prescription and non-prescription medication, or alcohol.
 - B. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the Director within five days after the conviction.
 - C. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
 - D. No employee shall be impaired by alcohol, illegal drugs, or prescription and non-prescription medication during work hours.
 - E. No employee shall represent Cottonwood Heights Parks and Recreation Service Area in an official capacity while impaired by alcohol, illegal drugs, or medication.
 - F. No employee using medication that may impair performance shall operate a motor vehicle or engage in safety sensitive functions while on duty for Cottonwood Heights Parks and Recreation Service Area.
 - G. If an employee is using prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to their supervisor.
 - H. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the Director, or designee. The Director may order the employee for testing for use of alcohol, illegal drugs, and/or prescription and non-prescription medication.
 - I. Management reserves the right to test employees or prospective employees for the presence of drugs or alcohol, in accordance with the provisions of this policy,

or as a condition of employment or continued employment. Management requires as a condition of continued employment, that employees submit to a drug and/or alcohol test under any of the following circumstances:

- (1) When management has a reasonable suspicion that an employee is under the influence or is impaired by drugs or alcohol while on Service Area property or in a Service Area vehicle. A reasonable suspicion must be based upon specific, personal observations that a supervisory employee can articulate concerning the appearance, behavior, speech or body odors of the employee.
- (2) When an employee may have contributed to or been involved in an accident involving a fatality, bodily injury, or damage to property.
- (3) When testing is required to comply with applicable law.
- (4) Pre-employment testing.
- (5) Random testing.

3. **DISCIPLINARY ACTION.** Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or medication, appropriate employee disciplinary action will be taken. Any positive drug or alcohol test or any refusal to submit to such test is a violation of this policy. Disciplinary action may include the following:

- (1) Suspension of the employee with or without pay for a period of time.
- (2) A requirement that the employee enroll in a Service Area approved rehabilitation treatment or counseling program which may include additional drug and alcohol testing as a condition of continued employment.
- (3) Termination of employment.
- (4) Refusal to hire a prospective employee.
- (5) Other disciplinary measures as determined by the company in accordance with established laws and/or guidelines.

4. **CONFIDENTIALITY:** All information, interviews, reports, statements, memoranda, or test results received by the Service Area through this drug and alcohol testing program are confidential communications. As such, they will be used only in a proceeding related to an action taken by the Service Area or in defense of any action brought against the Service Area.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Mike Peterson, Director

BOARD OF TRUSTEES

By: _____

Janet Janke, Chairman