



Haines Borough
Administrative Policy
Drug Free Workplace

Applicable to: *All Borough Personnel*

Effective Date: *Revision of Existing Policy – June 2015*

PROHIBITED: Manufacture, Distribution, Dispensation, Possession or Use of a Controlled Substance or Marijuana in the Workplace or During Working Hours

It is the policy of the Haines Borough to comply with the federal Drug-free Workplace Act of 1988 and to maintain a drug-free workplace. As a condition of employment, Borough employees must abide by the terms of this policy since the Haines Borough receives federal funds subject to this law. Drug abuse in the workplace has the danger of impacting the physical health of Borough personnel, their productivity and the reputation and efficiency of the Haines Borough. This policy does not diminish, increase or otherwise change an employee's rights or responsibilities under the personnel rules.

Any employee who unlawfully manufactures, distributes, dispenses, possesses or uses a controlled substance or marijuana in the workplace or during working hours is subject to disciplinary action including suspension (with or without a requirement that the employee successfully complete a rehabilitation program before reinstatement) up to and including immediate dismissal. This is in addition to any criminal action concerning the offense.

Employees are required to notify the Borough no later than five days following a conviction for any criminal drug or marijuana offense or minor violation involving marijuana occurring in the workplace. Within 30 days of an employee notifying the Borough of such conviction or minor violation, the Borough may: a) take appropriate personnel action against the employee up to and including termination; or b) require employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

The Borough is committed to helping employees find resources for drug or alcohol counseling and rehabilitation although the Borough does not sponsor any such programs.

As used in this policy, "drug" includes marijuana and its derivatives.

Questions about the Borough's policy with regard to the presence of controlled substances or marijuana in the workplace should be brought to the attention of the employee's supervisor or to the borough manager.

Debra Schnabel
Borough Manager

I, the undersigned, have read this policy and understand, and agree to comply with, its requirements.

Signature

Date Signed

Printed Name

Borough Position