



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Employee Conduct
Section Number: 7.10
Section Name: Drug-Free Workplace
Last Revised:

- A. The use, sale, distribution, possession or manufacture of illegal drugs on the premises of the Library, in any of its vehicles or by an employee while on duty is prohibited.
- B. Employees are prohibited from being under the influence of alcohol, behavior altering legal prescription drugs or illegal drugs during work hours. Employees are also prohibited from being under the influence of these substances when they are representing the Library at meetings or in the community. Both employees and Library owned equipment and containers under their control are subject to search and surveillance at all times while on Library premises or while conducting Library business, if the occasion warrants such measures.
- C. An employee who must use prescribed drugs that could impair his/her ability to perform the job duties must report this fact to his/her supervisor along with acceptable medical documentation. A determination will then be made as to whether the employee should be able to perform his/her job safely and properly.
- D. The Library will not knowingly hire an individual who is currently using illegal drugs.
- E. The following procedure will be followed when an employee is reasonably suspected to be under the influence of drugs or alcohol while on duty:
 1. An employee who suspects that another employee is under the influence of drugs or alcohol should notify the employee's supervisor (or the individual in charge at the time).
 2. The supervisor will observe the employee and determine through observation and questioning if the employee is ill, fatigued, under the influence of prescribed drugs, reacting to environmental substances such as smoke or fumes, or possibly under the influence of illegal drugs or alcohol. The supervisor will record his/her observations and any information gathered from the employee.
 3. If the supervisor determines that there is reason to believe the employee is under the influence of alcohol or illegal drugs, he/she will contact the Director.
 4. If the Director agrees with the supervisor's observations, he/she will arrange for the immediate removal of the employee from the premises. The employee will be transported to the Wadsworth/Rittman Hospital where he/she will be tested for the presence of drugs or alcohol according to the criteria established under 49 CFR Parts 40 and 382, et. al.

5. Pending the outcome of the drug/alcohol testing the Director will determine if discipline is warranted, up to and including discharge.

F. If the Director has reasonable suspicion that an employee is dependent upon controlled substances, he/she may require that an approved alcohol/drug rehabilitation program evaluate the employee. The employee will be required to submit to the evaluation before his/her return to work.

The employee will be placed on paid administrative leave during the evaluation process, so long as he/she reports for the evaluation at the appointed time. If the employee refuses to promptly submit to an evaluation, he/she will be placed on an unpaid leave of absence until the evaluation is completed.

G. If an employee is found to be dependent upon controlled substances, he/she may use accrued sick leave or request an unpaid leave of absence during the treatment program and until he/she is released by his/her physician to return to work.

H. Failure to cooperate with an established treatment plan may result in discipline, up to and including discharge.

I. An employee experiencing problems resulting from drug or alcohol abuse or dependency should seek counseling. Counseling will be kept confidential and will have no influence upon the employees' performance evaluation. Job performance alone will be the basis of all performance evaluations.

J. An employee convicted of any criminal drug violation occurring in the workplace must report such conviction to the Director within five (5) days.