

City and Borough of Juneau

DRUG-FREE WORKPLACE

August 13, 1990

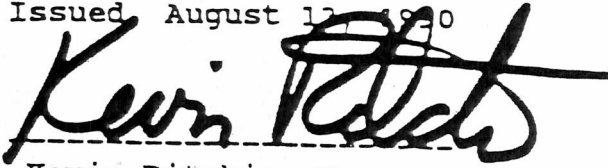
It is the policy of the City and Borough of Juneau to provide a drug-free work environment for all its employees. To ensure that the policy is effective, the following practices are adopted:

1. Any employee who unlawfully manufactures, distributes, dispenses or possesses controlled substances in the work environment or during working hours is subject to immediate disciplinary action up to and including dismissal. This action is in addition to any criminal or civil charges that may be filed against the employee for the offense.
2. Any employee who uses or is under the influence of controlled substances or beverage alcohol in the work environment or during working hours is subject to immediate disciplinary action up to and including dismissal. This action is in addition to any criminal or civil charges that may be filed against the employee for the offense.
3. Any employee under the influence of a prescription or non-prescription medication will not be permitted to undertake a work activity if the medication could impair the employee's ability to safely perform the activity.
4. The City and Borough is strongly committed to assisting employees in finding resources for drug and alcohol abuse treatment, counseling and rehabilitation.
5. The City and Borough shall train its employees and supervisors in alcohol and drug abuse problems and the effects of drug use in the work environment. However, the use of alcohol or controlled substances in the workplace or reporting for work under the influence of alcohol or controlled substances will not be tolerated.
6. Any employee convicted of violating a drug statute or driving under the influence of alcohol or controlled substances in the work environment or during working hours must inform the employee's Department Director of the conviction (including pleas of guilty and nolo contendere) within one working day of the conviction. Any employee who drives on the job, who works with or around machinery or power tools, or who is employed by the Chemical Dependency Division, shall report any such conviction, whether the violation occurred on or off the job. Failure to so inform the City and Borough subjects the employee to disciplinary action, up to and including dismissal.

This policy is enacted, in part, to comply with the Drug-Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D). The City and Borough is required by law to inform appropriate U.S. Government officials when receiving notice that an employee subject to the Drug-Free Workplace Act has been convicted of violating a drug statute in the workplace.

This policy does not diminish, increase or otherwise change an employee's rights or responsibilities under the City and Borough Personnel Rules or applicable collective bargaining agreement.

Issued August 17, 1990

A handwritten signature in black ink, appearing to read "Kevin Ritchie", written over a horizontal line.

Kevin Ritchie, Manager