

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Administration/General
(County Administrator)

Policy No. **7**

SPECIFIC SUBJECT: Drug Free Work Environment Policy

Adopted: 05/17/2005

Revised: 10/08/2013

APPLIES TO: All Leelanau County Employees and Elected Officials.

PURPOSE: Illegal drugs in the work place present a danger to all concerned. Drugs impair safety and health, promote crime, lower productivity and work quality and undermine public confidence. Leelanau County will not tolerate the illegal use of drugs, and now, by law, it cannot. Under the Federal Drug-Free Work Place Act of 1988, in order for Leelanau County to be considered a “responsible source” for the receipt of federal grant funds, Leelanau County adopts the following policy:

Effective immediately, all Leelanau County premises, including work sites and all Leelanau County vehicles are declared to be drug-free work places. This means:

1. All employees are absolutely prohibited from manufacturing, distributing, dispensing, possessing, using, or being under the influence of or impaired by controlled substances on County property, while on County business, or during working hours, including rest and meal periods.
2. Where management has reason to believe that an employee may be under the influence may be under the influence of drugs or alcohol, the County, at its discretion, may require the employee to submit to breath, urine or blood testing, at the County’s expense, to determine the presence of drugs or alcohol. Refusal to submit to such testing may result in immediate dismissal.
3. Employees found to be in violation of this policy will be subject to appropriate personnel/disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.
4. Employees have the right to know the dangers of drug abuse in the work place, Leelanau County’s policy regarding drug use, and what help is available to combat drug problems. Leelanau County will provide for a drug awareness program for all employees on the

dangers of drug abuse in the work place. To assist employees in overcoming drug abuse problems, Leelanau County may offer an Employee Assistance Program. See your supervisor for information regarding this.

5. Any employee convicted of violating a criminal drug statute in the work place must inform Leelanau County of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to so inform Leelanau County subjects the employee to disciplinary action, up to and including termination for the first offense. By law, Leelanau County must notify the granting agency within ten (10) days of receipt of such notice from an employee or otherwise.
6. Leelanau County desires to help employees who have alcohol or drug-related problems. It is the employee's responsibility to seek assistance. Requests for such a leave of assistance will be considered confidential. However, seeking assistance after disciplinary action has begun or is imminent will not preclude disciplinary action.
7. Leelanau County reserves the right to offer participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.
8. Leelanau County supports the purpose and goals of the Drug-Free Work Place Act and by this policy, announces its intention to comply with the Act and make continuing "good faith" efforts to provide a drug-free work place. All employees are expected to cooperate and give this policy their full support.