

# BINGEN MUNICIPAL CODE

## Chapter 2.48

### DRUG-FREE WORKPLACE POLICY

#### Sections:

- 2.48.010 Policy statement.
- 2.48.020 Policy action for violations.
- 2.48.030 Procedure.

#### **2.48.010 Policy statement.**

Substance abuse in the workplace can affect job performance, decrease productivity, lower morale and create a hazardous workplace. The city shall publish a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the city workplace and during working hours and further, notifying employees of the specific actions the city will take for violations of said prohibition. (Ord. 425 §1, 1994).

#### **2.48.020 Policy/action for violations.**

- A. The manufacturing, distribution, dispensation, possession and use of unlawful drugs on city premises by city employees is prohibited.
- B. Employees must notify the city within five days of any conviction for a drug violation in the workplace.
- C. The city will endeavor to accommodate an employee with a substance abuse problem in rehabilitative efforts; however, violations of this policy will result in disciplinary action, up to and including immediate termination of employment. Continued poor performance, or failure to successfully complete a rehabilitation programs, are grounds for dismissal.
- D. The city will strive through ongoing training to inform employees about the hazards of substance abuse, and about counseling and rehabilitation.
- E. The city will strive to assure confidentiality for employees seeking assistance or for employees reporting a suspected substance abuse program. (Ord. 425 §2, 1994).

#### **2.48.030 Procedure.**

- A. The city will provide a written copy of the drug policy as set forth in 2.48.020 to all employees and copy of this policy will be included in the orientation of all new employees.

- B. The city will sponsor ongoing drug awareness training for city employees in order to maintain a drug-free environment. Supervisors, where appropriate, will be given additional training to recognize, document and handle performance-related issues. (Ord. 425 §3, 1994).