



**L.E. Phillips Memorial
Public Library**

Number: 3

Category: Human Resources

Policy Title: DRUG AND ALCOHOL-FREE WORKPLACE

Date adopted: 03/17/89

Date amended: 07/21/05; 11/19/09; 07/21/16; 01/20/22

Date last reviewed: 04/17/25

Management is committed to providing a drug and alcohol-free workplace. To promote this goal, all employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Preventing employees from working in an impaired condition can protect all employees, the public and property.

It is a violation of Library policy to manufacture, distribute, dispense, possess or use a controlled substance or alcohol in the workplace. Anyone found to be manufacturing, distributing, dispensing, possessing or using an illegal drug or alcohol while in the workplace or during working hours will be subject to legal and disciplinary actions, up to and including dismissal.

It is a violation of Library policy to report to work under the influence of drugs and/or alcohol. The Library has the right to test all employees when there is a reasonable suspicion that the employee is under the influence of drugs and/or alcohol while on duty or reporting for duty. The Library will pay for all tests.

If prescription drugs might adversely affect performance of assigned work duties, alertness and/or coordination, an employee is required to notify his or her supervisor.

All employees must notify the Library's Deputy Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. Within thirty (30) days of receiving such notice, the Library will:

1. Take appropriate personnel action against such employee, up to and including dismissal; or
2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

Any employee seeking counseling or rehabilitation may contact the Employee Assistance Program (EAP). EAP contact information may be obtained from the Library's Deputy Director or via the Library's Intranet – Human Resources page.

As a condition of employment, all employees must abide by the terms described herein.