



DRUG FREE WORKPLACE POLICY

The United States Congress enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contracts or federal grants is performed in a drug free work environment.

On July 3, 1989, the Mayor and the City Council passed a resolution adopting the following Drug Free Policy for the City:

1. No employee of the City may illegally engage in the manufacture, distribution, dispensation, possession or use of a controlled substance at any time or place, including while at the workplace. Such unlawful activity will be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment.
2. If an employee is arrested for or convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Department of Human Resources of this City in writing of each arrest or conviction as soon as possible but no more than five (5) calendar days after the arrest or conviction.
3. Failure to comply with any part of this policy will result in serious adverse personnel action, including possible dismissal from employment.

In addition to prohibiting employees from engaging in the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs in the workplace, this City prohibits its employees from engaging in such illegal activity at all times and at all places. Such activity, even during nonworking hours, clearly affects an employee's ability to perform his/her public duties.

EMPLOYEE SIGNATURE

DATE