

City of Waco

Policy Summary:

It is the obligation of City employees to perform their assigned duties while in optimum mental and physical condition. The City recognizes that the use and/or being under the influence of either abused prescription drugs, illegal or controlled substances, and alcohol may result in serious and costly adverse job related conditions. Not only is the employee in jeopardy, but the well-being, personal health, and safety of fellow employees and the citizens of Waco are threatened.

Public interest demands effective measures preventing placing and retaining substance abusers in City Positions. Therefore, the City of Waco prohibits employees from reporting to work or remaining at work in an unfit or impaired condition. The City also prohibits possession, consumption, and/or being under the influence of abused prescription drugs, illegal or controlled substances, or alcohol while on the job.

It is the intent of the City of Waco to eliminate substance abuse and its effects in the work places of employees. Refer to Policy ADM-4 concerning testing and discipline actions resulting from alcohol and controlled substance abuse.

I. POLICY

- A. The City of Waco Certifies that it will provide a drug free workplace by:
 1. Publishing a statement notifying employees that unlawfully, manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition.
 2. Establishing a drug free awareness program to inform employees concerning:
 - a. the dangers of drug abuse in the workplace;
 - b. the City's policy of maintaining a drug free workplace;
 - c. any drug counseling, rehabilitation and employee assistance programs that are available; and
 - d. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 3. Making it a requirement that each employee engaged in the performance of a grant or cooperative agreement be given a copy of the statement required by I.A.1. above.

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4. Notifying the employee that the statement required by I.A. 1. that, as a condition of employment under the grant or cooperative agreement, the employee will:
 - a. abide by the terms of the statement; and
 - b. notify the City of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
5. Notifying the federal sponsoring agency within ten days after receiving notice under I. A. 4. from an employee or otherwise receiving actual notice of such conviction.
6. Taking one of the following actions within thirty days of receiving notice under I. A. 4. b. with respect to any employee so convicted:
 - a. taking appropriate personnel action against such an employee, up to and including termination; or
 - b. requiring such an 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.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of I. A. 1. 2. 3. 4. 5. and 6.

Approved: JNH: 