



## THE EMPLOYMENT RELATIONSHIP

### 02.08.04 Drug and Alcohol Use

It is PCCLD's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on PCCLD premises and while conducting business-related activities off PCCLD premises, no employees may use, possess, distribute, sell, or be under the influence of alcohol, *marijuana* or *other illegal drugs, including prescribed medications that impair the employee's ability to perform his/her job satisfactorily or to maintain a safe work environment.* The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

~~Violations of this policy are not tolerated.~~ *Violations of this policy will be met with disciplinary action, which may include termination of employment.* Employees *who violate this policy* may be required to *participate* ~~participation~~ in a substance abuse rehabilitation, or treatment *or testing* program *as a condition of their continued employment.* Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the [02.07.12 Employee Assistance Program](#). They may also wish to discuss these matters with their supervisor or the Human Resources Manager to receive assistance or referrals to appropriate resources in the community. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, performance improvement process may request approval to a leave of absence to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all PCCLD policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave does not cause PCCLD any undue hardship; also see [02.06.03 Medical Leave](#).

Under the Drug-Free Workplace Act, employees who perform work under a government-funded grant must notify PCCLD of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Manager without fear of reprisal.

*There are no exceptions to this policy except as authorized by the Executive Director or his/her designee.*