

MENDOCINO COUNTY POLICY #24	DRUG FREE WORKPLACE
ADOPTED: April 14, 1992	ADOPTED BY: Minute Order

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on County premises or while conducting County business off County premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have "legal" consequences.

The County recognizes drug dependency as an illness and a major health problem. The County also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek professional help and assistance as appropriate. Information on public and private drug counseling, rehabilitation, and employee assistance will be made available on a confidential basis from the Mendocino County Employee Assistance Program, which is administered by the Drug and Alcohol Division of the County Public Health Department. Conscientious efforts to seek such help and assistance will not jeopardize any employee's job, and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal statute for violations on or off County premises while conducting County business. A report of a conviction must be made within five (5) days after the conviction (This requirement is mandated by the Drug-Free Workplace Act of 1988, Subpart 23.5 (23.504, 3(ii)).