

# **SUMMARY OF SUBSTANCE ABUSE POLICY**

## **OF THE TOWN OF JONESVILLE**

### STATEMENT OF POLICY

We at the Town are concerned about the adverse effects that drugs and alcohol can have upon our employees' safety and health. Alcoholism and the illegal use of drugs lead to increased accidents and medical claims and can lead to the destruction of an employee's health and adversely affect his or her family life.

Through its Substance Abuse Policy, the Town seeks to identify and help those employees with substance abuse problems and to encourage them to seek help on their own. Applicants identified as being drug abusers will be denied employment and encouraged to seek help. Employees who are identified as being substance abusers may be referred for counseling or rehabilitation as appropriate. However, the possession, use, transfer, manufacture or sale of alcohol, illegal drugs, or legal drugs without a valid prescription on Town property or on Town time will subject employees to disciplinary action, up to and including termination.

### COUNSELING AND REHABILITATION

Employees are encouraged to voluntarily request counseling or rehabilitation before the substance abuse leads to disciplinary or other work-related problems. A request may be made by contacting the Town. No employee will have job security jeopardized by such a good faith request.

### TESTING OF APPLICANTS

All applicants who have been offered employment with the Town will be required to undergo a drug screening test as part of the hiring process. The Town will withdraw an offer of employment made to any applicant whose drug screen test reveals the presence of illegal drugs or prescription drugs without a valid prescription.

### TESTING OF EMPLOYEES

Reporting for duty or working with drugs present in the body or while affected by alcohol will be handled as a disciplinary matter or by referral for counseling or rehabilitation, as the Town determines. Drug testing may be required under the following circumstances:

- When an employee is involved in an accident or incident.
- For employees who work in safety sensitive positions and are so notified, at such times as management determines.
- When the Town has reasonable cause and suspicion.
- When an employee has had a positive test and been referred for counseling rehabilitation under this policy.
- When an employee requests a test (if approved by management).

Alcohol testing will be required under the following circumstances:

- When an employee is involved in an accident or incident.
- When the Town of Jonesville has reasonable cause and suspicion.
- When an employee requests a test (if approved by management).

No employee will be requested to submit to a drug or alcohol screening test unless specific authorization for such a test had been granted by a Town official. The Town intends to utilize the most accurate and reliable testing method(s) available. Failure or refusal by an employee to cooperate with the program or to submit to such a test when requested will be grounds for disciplinary action, up to and including termination of employment.

#### CONFIDENTIALITY

All information concerning drug or alcohol testing results, medical examinations, or rehabilitation and treatment of an individual employee will be treated as confidential information.

#### OFFICIAL SUBSTANCE ABUSE POLICY

This document is only a summary of the Town's official Substance Abuse Policy. The official copy is available to all employees for their review and should be consulted with respect to any specific questions. Neither this summary, nor the official Policy is intended to affect the Town's right to manage its workplace or discipline its employees, nor is it a guarantee of employment or of terms or conditions of employment except as specifically stated therein. No contract for employment, either express or implied, is intended or created by this summary or the Substance Abuse Policy.