



SECTION: HR  
TOPIC: DRUG-FREE 01  
GENERAL  
FEBRUARY, 2002

## **ADMINISTRATIVE PRACTICES MANUAL**

**SUBJECT: DRUG-FREE WORKPLACE**

Effective March 18, 1989, 41 USC §702, Drug Free Workplace, required employers who receive federal funding through contracts or grants to adopt a policy of a drug-free workplace.

Under the law, Dane County must communicate its policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on County premises.

The law requires all employees, as a condition of employment, to abide by the terms of this policy and to report any conviction received by the employee under a criminal drug statute for violations occurring on or off county premises while conducting County business. Federal regulations require that a report of such convictions must be made to the immediate supervisor within five (5) days after the conviction.

Employees with questions concerning the Employee Assistance Program or health insurance benefits available should contact the Employee Relations Division of the Department of Administration.

**END OF NARRATIVE**



SECTION: HR  
TOPIC: DRUG-FREE 01  
GENERAL  
FEBRUARY, 2002

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: DRUG-FREE WORKPLACE**

It shall be the policy of Dane County per USC §702, Drug Free Workplaces that:

1. 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.
2. 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.
3. 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 use our Employee Assistance Program and health insurance plans as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.
4. Employees are required to report any convictions received by them under a criminal drug statute for violations occurring on or off County premises while conducting County business, to their immediate supervisor within five (5) days after the conviction.

**END OF POLICY**



SECTION: HR  
TOPIC: DRUG-FREE 01  
GENERAL  
FEBRUARY, 2002

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: DRUG-FREE WORKPLACE**

### RESPONSIBILITY

### ACTION

Department

1. Communicates Drug-Free Workplace Policy to employees.

Employee

2. Employee is required to report to work on time and in appropriate mental and physical condition for work.
3. Employee in need of help dealing with a drug dependence shall use the Employee Assistance Program through the Employee Relations Division and/or health insurance plans as appropriate.

Employer

4. If any employee is in need of help dealing with a drug dependence and a conscientious effort is made by the employee to seek help, the employee's job will not be jeopardized, nor will it be noted in any personnel record.

Employee

5. Employee is to report any conviction received by the employee under a criminal drug statute for violations occurring on or off County premises while conducting County business. Federal regulations require that the report of such convictions must be made to the immediate supervisor within five (5) days after conviction.

**END OF PROCEDURE**