

OHIO COUNTY FISCAL COURT
DRUG AND ALCOHOL-FREE WORKPLACE POLICY

I. PURPOSE

This policy outlines prohibited workplace conduct with respect to controlled substances, marijuana, and alcohol.

II. APPLICATION

This policy applies to all employees of Ohio County Fiscal Court.

III. POLICY

It is the policy of the Ohio County Fiscal Court to provide employees with a working environment that is free of the problems associated with the use and abuse of alcohol, marijuana, and other controlled substances. The use of the aforementioned is inconsistent with the behavior expected of employees and subjects Ohio County to unacceptable risk of workplace accidents or other failures that would undermine Ohio County's ability to operate effectively and efficiently.

IV. PROCEDURES

A. The use, sale, possession, distribution, dispensation, manufacture, or transfer of controlled substances (non-prescriptive), marijuana and/or alcohol, including on-the-job consumption on Ohio County property, or at any other worksite where employees may be assigned, or elsewhere during work hours, is strictly prohibited. Although certain uses of marijuana have been decriminalized in the Commonwealth of Kentucky, the use of marijuana on Ohio County property or any other worksite where employees may be assigned remains strictly prohibited.

B. Further prohibited is the use, sale, possession, distribution, dispensation, manufacture, or transfer of controlled substances, (non-prescriptive) marijuana, and/or alcohol on non-working time to the extent that such use impairs an employee's ability to perform his/her job or where such use, sale, possession, distribution, manufacture or transfer affects the reputation of the Ohio County to the general public or otherwise threatens its integrity.

C. Employees who are convicted of controlled substance-related violations under state or federal law in the workplace, including alcohol or marijuana related violations, or who plead guilty or no contest (Alford plea) to such charges, must inform their department head or appointing authority within five (5) days of such conviction or plea. Department heads or appointing authorities shall immediately notify the Ohio County Judge Executive.

D. Employees who are convicted or who plead guilty or no contest (Alford plea) to such drug-related violations, or are found to have consumed or to be impaired by controlled substances, marijuana, or alcohol while on-duty, may be required to successfully complete a drug abuse or similar program as a condition of continued employment or re-employment with Ohio County.

All employees must sign a statement acknowledging that they have been informed of the rules and requirements of the Drug-Free workplace act.

V. EMPLOYEE ASSISTANCE PROGRAM

The Ohio County Fiscal Court recognizes drug and alcohol dependency as an illness and a major public health problem. The Ohio County's objective is to prevent drug-related offenses prior to their occurrence. Employees who wish to obtain help in dealing with such problems are encouraged to contact the Judge Executive, ARCH Director, or their healthcare provider for assistance. Conscientious efforts to seek such help will not jeopardize and employee's job, and will not be noted in any personnel record.

VI. SANCTIONS

Violations of any and all provisions of this Policy may result in disciplinary action, up to and including termination from employment and any other action to the fullest extent permitted by law.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

This acknowledges that I have received and reviewed the Ohio County Drug and Alcohol-Free Workplace Policy ("Policy"). By signing this form, I agree to abide by the Policy and any guidelines promulgated thereunder, and I agree to review periodically any changes or modifications.

I understand that the unlawful manufacture, distribution, dispensation, possession, impairment or use of a controlled substance, marijuana, or alcohol is prohibited on any property of Ohio County, or while performing official duties for Ohio County, and violation of this Policy can subject me to disciplinary action, up to and including termination. I further understand that as a condition of employment, I must abide by the terms of this Policy and will notify my employer of any criminal drug, marijuana or alcohol related conviction for a violation occurring in the workplace no later than five days after such conviction.

I recognize that the law and associated Policy regarding drugs and alcohol in the workplace are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____