

DRUG AND ALCOHOL FREE WORKPLACE 702

Effective Date: 02/01/2016

It is Cass County's desire to provide a healthful and safe workplace that is free from the impacts of improper drug or alcohol use. 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 Cass County premises and while conducting business-related activities off Cass County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. However, the consumption of moderate amounts of alcohol may occasionally be permitted at conferences or with the express approval of management. Employees consuming alcohol under such circumstances must drink responsibly, and must not become intoxicated. Employees may not operate County vehicles while under the influence.

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.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisors or the Human Resources Department without fear of reprisal.