



San Mateo County Flood and Sea Level Rise Resiliency District

Drug-Free Workplace Policy

Purpose

This Drug-Free Workplace Policy (Policy) reflects the San Mateo County Flood and Sea Level Rise Resiliency District's (District) position regarding drugs and alcohol in the workplace. The Policy is intended to support employees that have a drug or alcohol problem, and deter the use of illegal drugs or alcohol in the workplace and practices that do not result in solutions to this problem.

Policy

It is the District's policy to provide a drug-free workplace, as the abuse of drugs and alcohol adversely affects health, safety, security, and productivity, as well as public confidence and trust. The District recognizes that a drug or alcohol problem exists when it interferes with job performance.

The District further recognizes that a drug or alcohol problem is treatable, and that the social stigma often associated with drug and alcohol problems is inappropriate and can be an impediment to effective treatment. Employees who suspect that they may have a drug or alcohol problem are encouraged to seek counseling, rehabilitation, and/or other appropriate assistance, and all employees are assured that they will not suffer any employment-related repercussions by seeking help or referral to deal with a drug or alcohol-related problem.

Supervisors should not attempt to diagnose a drug or alcohol problem of an employee. Supervisor-initiated referral for diagnosis and treatment should be based strictly on unsatisfactory job performance or attendance problems resulting from apparent behavioral issues, whatever their nature. It will be the responsibility of the employee to comply with the referral for diagnosis and to cooperate with the prescribed treatment. An employee's refusal to accept diagnosis or treatment, or failure to respond to treatment, will be handled in the same manner as other problems when job performance or attendance continues to be adversely affected.

Employees with drug or alcohol problems will receive the same consideration and opportunities for treatment that are presently extended to employees with any other problems. The District recognizes each employee's right to confidentiality and privacy, and the pertinent information and records of employees with a drug or alcohol problem will be preserved in the same manner as all other confidential records.

Implementation of this Policy will not require or result in any special regulations, privileges, or exemptions from the standard administrative practices applicable to job performance requirements.

The illegal manufacture, distribution, dispensation, possession, or use of a controlled substance, and/or illegally acting under the influence of a controlled substance, is prohibited in the workplace.

Employees may be penalized, up to termination of employment, for violating this Policy, and must notify the District within five (5) days of any criminal conviction for a drug statute violation occurring in the workplace.