

**CALAVERAS COUNCIL OF GOVERNMENTS
DRUG FREE WORKPLACE POLICY
ALCOHOL/DRUG ABUSE PROHIBITION**

ALCOHOL/DRUG ABUSE POLICY

- a. Calaveras Council of Governments hereby declares its desire to maintain a work environment that is free of substance abuse problems.

- b. The Council declares that substance abuse has no place in the work environment. While it is not the intent of the Council to intrude into the private lives of its employees, involvement with substance abuse off the job can adversely impact job performance and safety. Therefore, the Council wishes to clearly state that the residual affects of substance abuse on employee during working hours is inconsistent with agency objectives.

- c. Any employee who thinks that he/she has a substance abuse problem is encouraged to seek confidential assistance from the medical provider of their choice or from the County Health Department. CCOG encourages any employee with an alcohol or drug abuse problem to seek help and will assist the employee in seeking such confidential aid.

- d. Employees should be aware that CCOG will be supportive of any individual who voluntarily seeks help for a substance abuse problem. However, CCOG will not tolerate abuse and will use disciplinary process to discourage and eliminate employees who either refuse to seek help or who continue to be substance abusers.

- e. CCOG strictly prohibits any employee from being under the influence of or in possession of alcohol or drugs while a work; it is strictly against CCOG policy for any employee to have in his or her possession either Alcohol or illegal drugs while on agency property or while conducting agency business. Violation of these requirements may result in disciplinary action, inclusive of termination.

- f.** Any employee who must use properly prescribed medication during the course of medical treatment and whose job performance and ability to work safely may be adversely impacted by such medications is required to inform his/her supervisor of such condition, prior to starting work. In the event that there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

- g.** CCOG requires that any employee who is convicted of a criminal drug violation to notify his/her supervisor no later than five days after such conviction; CCOG shall notify the "granting agency"

- h.** CCOG may, if appropriate, impose sanctions on any employee who is convicted of a criminal drug/substance abuse violation. Such sanctions may include a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, local health, law enforcement or other appropriate agency.

**CALAVERAS COUNCIL OF GOVERNMENTS
DRUG FREE WORKPLACE POLICY
ALCOHOL/DRUG ABUSE PROHIBITION
ACKNOWLEDGEMENT RECEIPT**

I, _____, by signing
below certify that I have read, and understand, and have been given a personal copy
of the Drug Free Workplace Policy-Alcohol/Drug Abuse Prohibition for Calaveras
Council of Governments.

Signature

Date