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SERVING GRANITE CITY, MITCHELL, AND PONTOON BEACH

SMRLD Drug and Alcohol Free Workplace Policy

Purpose and Goal

Six Mile Regional Library District (SMRLD) is committed to maintaining a drug and alcohol free workplace in order to protect the safety, health and well-being of all employees, other individuals, and the public in our workplace. This policy is in compliance with federal and state guidelines establishing drug and alcohol free workplace policies in government. The Library District will provide a workplace environment that complies with the federal Drug-Free Workplace Act of 1988 and 30 ILCS 580 (Illinois Drug Free Workplace Act). It is the intent and obligation of the Library District to provide a drug-free, healthful, safe and secure work environment. Every employee must abide by the principle of a drug-free workplace. All employees are expected to report to work on time and in appropriate mental and physical condition. Employees are prohibited from performing job duties while under the influence of a controlled substance or alcohol.

We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- SMRLD encourages employees to voluntarily seek help with drug and alcohol problems.

Substance Abuse

The Board of Trustees absolutely prohibits the use, consumption, manufacture, sale, purchase, transfer, or possession of any illegal, prescribed drug that was not prescribed to the employee, or non-prescription drug by any employee during the working hours or while on Library premises. Employees are strictly prohibited from being under the influence of alcohol or non-prescription drugs during working hours or while on the premises. This policy does not apply if the drug is prescribed or authorized for the employee using or possessing it by a medical practitioner while acting in the course of his/her professional practice and such drug is used by the employee at the prescribed or authorized dosage level, and such level is consistent with the safe performance of the employee's duties.

Substance Abuse Policy

In the event of witnessed or suspected substance abuse or intoxication observed in an employee on the job or during working hours, every effort to

notify the Director in confidence must be made by the senior staff member. In the absence of the Director, the Board President must be notified. The following procedures must be complied with:

- The employee will be requested to take a sick day and leave the premises.
- Transportation home will be arranged for the employee.
- In the event of suspected substance abuse, prior to going home, the employee must consent to an evaluation by the physician selected by the Library at the Library's expense.
- If the medical examination corroborates suspected substance abuse, or if the substance abuse was witnessed, the employee will be given the option of enrollment in an in-patient or outpatient rehabilitation program or termination of employment.
- If the employee refuses the medical exam, he/she will be terminated.
- If the employee refuses transportation, the police must be notified.
- If any test results are negative, no sick leave benefits will be lost.

Covered Workers

Any individual who conducts business for SMRLD, is applying for a position, or is conducting business on SMRLD property is covered by our drug-free workplace policy. Our policy includes, but is not limited to the director, managers, supervisors, full-time employees and part-time employees.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for SMRLD. Therefore, this policy applies during all working hours and while on library district property.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify SMRLD in writing within five calendar days of the conviction. The library district will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records. Each employee, as a condition of employment, will be required to participate in pre-employment and reasonable suspicion testing upon selection or request of management.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methadone and Propoxyphene.

Testing for the presence of alcohol will be conducted by analysis of breath and saliva.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be immediately removed from duty, referred to a substance abuse professional for assessment and recommendations and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

Six Mile Regional Library District recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by SMRLD through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. Management recognizes there are medical conditions that can mimic intoxication.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.

- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.
- Refer employees to the Employee Assistance Program.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- The policy and assistance programs will be reviewed at safety meetings.
- All employees will receive an update of the policy annually with their paychecks.
- Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.

Approved by Board of Trustees Action
November 12, 2013