

2 - EMPLOYMENT

2.14 - Drug Free Workplace Policy

Revised: July 1, 2007

In compliance with the Drug-Free Workplace Act of 1988, this is the City's policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on City premises.

- Employees are required to report to work on time and in an appropriate mental and physical condition for work, free of non-prescription drugs, including alcohol, and their effects. It is the City's intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on City premises or while conducting City business off City premises is absolutely prohibited. Violations of this policy will result in disciplinary action or suspension or termination of employment and may also have legal consequences. The City may take more severe disciplinary measures where a violation has serious consequences and may take less severe disciplinary measures under opposite circumstances.
- The City recognizes drug dependency as an illness and a major health problem and recognizes drug abuse as a potential health and safety problem. Employees who need help with such problems are encouraged to use available treatment programs. The City's Human Resources Department is available to assist employees in enrolling in these programs. Conscientious efforts initiated by the employee to seek help will not jeopardize the employee's job and to the greatest extent possible that information will remain confidential, however, confidentiality will only be maintained as long as the employee complies with the terms of the rehabilitation program. An employee who seeks treatment will not be allowed to return to work without a **medical return to duty release** from the physician who has been treating the employee for that condition that states that all provisions of the treatment program have been followed, that the employee is drug and/or alcohol free, is not chemically dependent, and that the employee can return to work. A physician's statement merely stating that the employee may return to work will not constitute a return to duty release and will not be accepted by the City as evidence of a capability to perform specific duties or as compliance with the Drug Free Workplace Policy.
- As a condition of employment employees must abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. The Drug-Free Workplace Act mandates that report of a conviction **must be made within five days after the conviction**. Satisfactory participation in a drug abuse rehabilitation program is then required.
- Additional rights granted to The City of Marshalltown by the Code of Iowa will not be extinguished by the existence of this policy.

I have read the City of Marshalltown's policy concerning a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. I understand that as a condition of employment with the City that I must abide by the terms of the policy.

Signed by employee

Date signed