



## **Drug-Free Workplace**

Brimfield Public Library District has a longstanding commitment to provide a safe and productive work environment. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Brimfield Public Library District is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

## **Prohibited Activity**

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on Brimfield Public Library District premises is prohibited, unless an exception is made by the library. No employee shall be under the influence of alcohol while on the library premises or while performing library business off library premises. A moderate amount of alcohol may be consumed at approved library events, provided such consumption does not adversely affect an employee's behavior or judgment. If following the event, the employee will drive a motor vehicle, it must be assured that the employee's behavior, judgment and ability is not impaired. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

"Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using cannabis must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and may not possess, use, or be under the influence of cannabis while performing their duties, while on library property, or while operating vehicles for the library. Employees are responsible for consulting with their physicians about a prescription medication's effect on

their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

"Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, or being under the influence is prohibited (1) on library premises or (2) where the employee is performing library business off library premises.

### **Notification of Drug Conviction**

Employees must notify the library of any criminal drug conviction occurring in the workplace no later than five days after such conviction. For purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Library Director may subject the employee to disciplinary action, up to and including dismissal.

### **Employee Assistance Program**

The Brimfield Public Library District will assist and support employees who voluntarily seek help for alcohol or drug problems before they become subject to disciplinary action under this or other library policies. Employees who seek such assistance will be allowed to use accrued paid time off, place on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.