

RESOLUTION NO. 104-95
DRUG FREE WORK PLACE POLICY

A. PURPOSE

It is the purpose of Mason County to maintain a safe, healthful and productive work environment for all employees. This policy provides guidelines for the detection and deterrence of alcohol and drug abuse in Mason County. It also outlines the responsibilities of managers and employees. To that end, the County will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of their particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the County's property. All persons covered by this policy should be aware that violations of this policy may result in discipline, up to and including discharge. Illegal use of alcohol and drugs will not be tolerated by Mason County Government. This policy is intended to be administered in conjunction with procedures outlined in Collective Bargaining Agreements and/or Mason County Personnel Rules and Regulations.

B. OBJECTIVES

1. Increase employees awareness of the dangers of alcohol and drug use and/or abuse.
2. Eliminate the use, abuse, and/or possession of alcohol and unauthorized drugs on County premises.
3. Recognize the changes in an employee's work, safety, attendance, and/or behavior which may identify potentially affected employees.
4. Encourage and motivate affected employees to seek appropriate assistance. Confidentiality will be maintained, as much as possible.
5. Return the successfully rehabilitated employee to the work force.

Alcohol and Drug Abuse Policy
Page 2

C. POLICY

It is Mason County's expectation that employees shall not report to work under the influence of alcohol and/or drugs; possess, sell or provide alcohol or drugs to anyone while such employee is on duty; or have their ability to work impaired as a result of the use of alcohol or drugs.

While use of medically prescribed medications and drugs is not per se a violation of this policy, in the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, written clearance from a physician may be required.

D. APPLICATION

This policy applies to all applicants for positions and all employees of Mason County. This policy applies to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of their jobs.

To be eligible for certain grant funds, the County recognizes that it must certify it is a drug-free workplace. Each employee involved with such grants will be given a copy of this drug-free workplace policy.

When the County receives notification of an employee conviction of a workplace violation of a federal or state criminal drug statute, the County must notify the granting agency of the conviction within ten (10) days after the notification. The County must take appropriate personnel action against the convicted employee (up to and including discharge) or require the employee to participate in a drug assistance or rehabilitation program. This personnel action must be taken within thirty (30) days.

E. EMPLOYEE RESPONSIBILITIES

An employee shall:

1. Not report to duty while his/her ability to perform job duties is impaired due to alcohol and/or drug use;

Alcohol and Drug Abuse Policy
Page 3

2. Not possess or use, alcohol and/or drugs (illegal drugs and prescription drugs without a prescription) during working hours;
3. Consult with a physician or pharmacist before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of County equipment;
4. Notify the employer within five days of any criminal drug and/or alcohol statute conviction for a violation occurring in the workplace.

F. PROCEDURES

1. No employee shall be permitted to report for work or continue to perform work while in possession of, or under the influence of alcohol or other drug substances which in any way affects safe and efficient physical performance and/or mental judgement. Any employee found in such an apparent condition will be removed from the work site and is subject to disciplinary action up to and including discharge.
2. Employees found to be illegally manufacturing, selling or providing alcohol and/or other drug substances to anyone on county premises, and during their work time are subject to immediate termination.
3. Employees found to be using alcohol and/or illegal drug substances while on county premises and during work hours will be required to participate in a rehabilitation program. Failure to do so may result in discipline (up to and including discharge).
4. Recognizing that employee performance may be affected by alcohol and/or drug abuse, incidents of unacceptable employee performance due to alcohol or drug abuse will be discussed with the employee and documented in writing. Continued unacceptable performance will result in progressive disciplinary action that could lead to the employee's discharge.
5. Information, educational materials and training will be provided to familiarize all employees with the dangers of alcohol and/or drug abuse.


Alcohol and Drug Abuse Policy
Page 4

6. The Health Insurance Program and the Employee Assistance Program (EAP) will be utilized to address the task of rehabilitating the alcohol and/or drug affected employee.


ADOPTED THIS 3rd day of October, 1995.

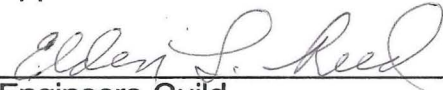

Teamsters Local No. 378


Woodworkers Local Lodge W38 I.A.M.

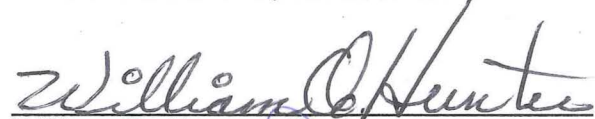

AFSCME Local 1504



Engineers #302 & Teamsters #378

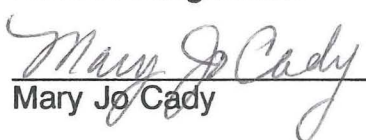

Appraisers Guild


Engineers Guild

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON


William O. Hunter, Chairperson


Marv L. Faughender


Mary Jo Cady

ATTEST:


Rebecca S. Rogers, Clerk of the Board

APPROVED AS TO FORM:


Deputy Prosecuting Attorney
Michael Clift