

## **Current Policy:**

### ***Alcohol and Drugs Policy***

Blount County Government has the responsibility to maintain a safe and efficient working environment. Employees who use drugs or who work while under the influence of drugs or alcohol presents a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. The purpose of this policy is to ensure employees the right to work in a drug and alcohol free environment. Blount County Government will make an ongoing effort to maintain a drug free workplace. Employees are prohibited from being under the influence of drugs or alcohol, while on duty or on County property. Employees may not possess, sell, solicit, or receive illegal drugs or alcohol while on duty or on County property. The violation of this policy is grounds for immediate discharge.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including discharge.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- An applicant for employment
- Where an employee has been involved in an accident on the job that resulted in, or could have resulted in, substantial injury to person or property
- Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be given. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to and including discharge. If an employee refuses to submit to a drug test when requested, the County may discipline the employee up to and including discharge.

Certain employees are subject to federally required DOT drug and alcohol testing. For those employees, compliance with the federally mandated testing program is a condition of employment.

This policy is for the benefit of all employees and cooperation with the policy is required. We believe the policy is necessary to ensure a safe and secure working environment for everyone at Blount County.

### ***Applicant Drug Testing Policy***

All candidates who have received an offer of employment from Blount County will be required to undergo testing for commonly abused controlled substances in accordance with this policy.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

All records containing test results will be kept in medical files that are maintained separately from Blount County personnel files.

### **Proposed New Policy:**

#### ***Alcohol and Drugs Policy***

The County, as a condition of consideration for initial and continued employment, prohibits employees from reporting to work or performing their duties with any unlawful drugs in their systems. Employees are also prohibited from using, possessing, manufacturing, distributing, or making arrangements to distribute unlawful drugs or alcohol while at work, off site at training or meetings, on County property (including in personal vehicles onsite), during lunch or breaks, or in County vehicles. Further, the County prohibits all unlawful drug use, possession, or distribution, whether on or off duty.

To enforce this policy, the County may at any time where lawful require, as a condition of employment, any employee to submit to a physical examination and/or a urine, breath, blood or other type of test to determine the presence of drugs or alcohol in his or her system. The possible occasions for drug and alcohol testing include, but are not limited to:

1. When the County has a reasonable suspicion that an employee has violated the Drug & Alcohol Policy;
2. When an employee suffers an on-the-job reportable injury or is involved in an accident;
3. Applicants for positions deemed sensitive for safety or other reasons.
4. When testing is required by law for the position (for example DOT driving positions).

Violation of these rules, including: (1) a test indicating alcohol impairment or the presence of unlawful drugs in an employee's system; (2) refusal to cooperate with the County in any test, search or investigation, or failure to execute any paperwork or consent forms necessary for examinations or tests; (3) possession of, distribution of, or consumption of unlawful or abused drugs, unauthorized alcohol, or drug paraphernalia; (4) tampering with or adulterating a test sample; or (5) unlawful conduct on or off duty will result in discipline, including immediate discharge of current employees or disqualification of an applicant.

Employees who refuse to submit to a test, or test positive for alcohol or unlawful drugs may be disqualified for unemployment compensation benefits. Employees who refuse to submit to a test, or test positive for alcohol or unlawful drugs following a workplace injury may be disqualified for workers compensation benefits.

Although the proper use of medication is not prohibited, employees should consult with the Director of Human Resources or the employee's supervisor, when he or she is legitimately taking medication which he or she has reason to believe may affect safety or performance. Any prescription medication brought onto County, or customer property or taken aboard County vehicles must be retained in its original container labeled with the names of the employee and the prescribing physician. No employee may take another person's medication. The law treats the abuse of prescription medication as unlawful drug use.

If an employee wants to seek help for drug or alcohol problems prior to being caught in violation of the County's Drug and Alcohol Policy or being asked to undergo a test, he or she may seek information from the Director of Human Resources.