



## CITY OF GREEN BAY PERSONNEL POLICY

<b>Policy Title</b> Drug-Free Workplace	<b>Policy Reference</b> Chapter 16
<b>Policy Source</b> Human Resources Department	<b>Legal Review Date</b>
<b>Personnel Committee Approval</b>	<b>City Council Approval</b>

16.1 **POLICY.** It is the policy of the City of Green Bay to maintain a drug-free workplace for all of its employees. Drug use both on and off the job can have a significant impact on an employee's job performance and can threaten an employee's own personal well being and safety as well as the safety of other City employees.

Employees are expected to report to work free from any substances that could inhibit their ability to perform their duties. The unlawful use, possession, distribution, dispensing or manufacture of an illegal drug while on duty, on or off City property, is absolutely prohibited. Failure to comply with this policy will lead to disciplinary action up to and including discharge.

16.2 **REPORTING OF DRUG CONVICTION.**

16.2.1 Pursuant to the Drug Free Workplace Act of 1988, any employee who is convicted of any violation of a criminal drug statute occurring while on duty must notify the City no later than five days after such conviction. Failure to provide such notification will subject the employee to disciplinary action.

16.2.2 When the Federal government requires a City to notify the Federal contracting office of an employee's drug conviction in the workplace, the City of Green Bay will provide such notification to the contracting office within 10-days of receiving such notice of conviction.

16.3 **PREVENTION AND REHABILITATION.**

16.3.1 The goals of this policy are prevention and rehabilitation whenever possible. The City encourages employees who have an alcohol or other drug problem to seek help to deal with their problem. Help is available through the City's Employee Assistance Program. For more details on this, contact the Human Resources Department, a Resource Coordinator, a Supervisor or call the City's Employee Assistance Program at 1-800-222-8590 where help is available 24-hours a day.

16.3.2 Through its Employee Assistance Program and its Human Resources Department, the City will provide an ongoing program of drug-free awareness which shall include:

- a. The dangers of drug abuse in the workplace;
- b. The City's policies regarding maintenance of a drug-free workplace;
- c. Available counseling and rehabilitation;
- d. Sanctions imposed for drug use violations;

16.4 PRESCRIPTION DRUGS. City employees are to notify their supervisor when taking any medication which may interfere with the safe and effective performance of their duties or operation of City equipment.

16.5 COLLECTIVE BARGAINING AGREEMENTS. This policy shall not supersede any agreements reached with individual bargaining units.