

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 213

Subject: Substance Abuse

The Crawford County Library is committed to providing its employees with a safe and professional environment. Crawford County Library does not tolerate employee conduct that compromises the safety of any patron, employee, or volunteer. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job professionally, effectively and safely.

All people associated with the Crawford County Library are expected to abstain from any behavior that may have an affect on their ability to maintain a safe and professional work environment. If the safe and professional environment is affected by the use of drugs or alcohol, Crawford County Library will take appropriate remedial action. The possession, sale or use of alcohol or other drugs at the workplace, or coming to work under the influence of such substances, shall be a violation of safe work practices and will subject the employee to disciplinary action, up to and including possible dismissal.

The Crawford County Library has a vital interest in maintaining safe, professional, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious risks not only to the user, but to all those who work with the user, as well as the public.

The Crawford County Library also recognizes that its own health and future are dependent upon the physical and psychological health of its employees. Accordingly, Crawford County Library has established the following guidelines with regard to use, possession, or sale of alcohol or drugs:

- The manufacture, possession, use, distribution, sale, purchase or transfer of, or being under the influence of, alcohol or illegal drugs is strictly prohibited while on Crawford County Library premises or while performing Crawford County Library business.
- Being a public entity, here to serve the public, alcohol or illegal drug use that could adversely affect an employee's job performance or that could jeopardize the safety of other employees, the public, or Crawford County Library facilities, or where such usage could jeopardize the security of library finances, assets, or business records, or where such usage adversely affects the public's trust in the ability of the library to carry out its responsibilities, will not be tolerated. Employees involved in drug activity, whether on or off library grounds, will be considered in violation of this substance abuse policy and will be subject to discipline, up to and including discharge from employment.

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- Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this treatment to their manager through their personal physician.
- At the request of the individual and at no cost to the Library, the Crawford County Library will make every effort to assist the employee in seeking and obtaining treatment without undue delay.
- An employee who voluntarily seeks treatment for a substance abuse problem that requires a leave of absence for treatment may be granted such leave of absence and further may be eligible for benefits under the specification of the existing insurance policy.

Nothing in this policy is construed to prohibit the Crawford County Library from acting upon its responsibilities to maintain a safe and secure work environment for its employees or from invoking such disciplinary actions as may be deemed appropriate for actions of misconduct arising out of the use or abuse of alcohol and/or drugs.

ADOPTED: May 8, 2003

REVIEWED:

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