



## Drug-Free Workplace

Teton County has a vital interest in maintaining a safe, healthy and productive work environment for its employees, students, contractors, and the public. Therefore, Teton County does not allow the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or alcohol in the workplace. In order to comply with IC 39-55 and insurance requirements, Teton County also prohibits the use of tobacco within any County-owned or leased buildings, garages, vehicles and rolling equipment. For purposes of this policy, “controlled substance” includes those controlled substances listed in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15. Compliance with this policy is a condition of employment for all employees. In addition to the legal and financial consequences associated with the abuse of controlled substances, the physical and psychological effects of such abuse can have a devastating effect upon the ability to perform physical and intellectual skills required of an employee.

**Penalties for Violations of this Policy.** Violations of this policy may be cause for termination. Violations of this policy may also violate criminal law and will be referred to the appropriate legal authorities for investigation. In addition to the penalties set forth in this policy, law enforcement authorities may administer a separate penalty such as fines or imprisonment.

**Reporting Requirements.** If an employee is taking medication prescribed by a medical professional that may impair the employee’s ability to function at work, the employee must inform his/her supervisor. Employees may not report to work under the influence of any drug, alcoholic beverage, intoxicant, narcotic or other substance which will adversely affect their ability to work, or reduce their safety or the safety of others. Individuals with substance abuse problems are encouraged to voluntarily seek assistance and appropriate treatment options. Employees are required to inform the Human Resources Office within five (5) calendar days after any criminal conviction in the workplace involving alcohol, illegal drugs or controlled substances. A conviction means a finding of guilty or the imposition of a sentence, or both, by a judge or jury in any court. The County shall notify the appropriate federal agency of any convictions of employees working under federal grants that involve controlled substances in the workplace within (10) ten days after the County receives notice of the conviction.

**Resources.** Several options for alcohol and drug abuse treatment exist. Employees are encouraged to contact the Human Resources Office for information regarding treatment options. Contact the following agencies for more information, consultation or assistance for yourself or other employees:

Idaho Health and Welfare Division of Behavioral Health 1-800-922-3406

<http://www.healthandwelfare.idaho.gov/Medical/SubstanceUseDisorders/FindTreatment/tabid/382/Default.aspx>

**Implementation.** A copy of this policy shall be distributed to all employees.