

10.8 Drug and Alcohol Free Workplace

Effective Date: Original

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Policy

Lake County is committed to protecting the safety, health and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol and drug abuse pose a significant threat to our goals. We have established a drug free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug free environment.

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the County's intent and obligation to provide an alcohol and drug-free, healthful, safe, and secure work environment.

No employee may ~~The unlawful~~ manufacture, ~~distribution~~ distribute, ~~dispensation~~ dispense, possession, or be impaired by alcohol, illegal drugs or use of a controlled substance while on ~~county~~ County premises or while conducting ~~county~~ County business off ~~county~~ County premises is absolutely prohibited. This includes medical cannabis as defined by the Illinois Compassionate Use of Medical Cannabis Pilot Program. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Drug and Alcohol Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable.

All drug-testing will be conducted by an outside vendor and information will be maintained by that vendor in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident, and reasonable suspicion testing upon request of management, including testing upon the manifestation of specific, articulable symptoms while working that decrease or lessen their job performance.

Testing for the presence of alcohol will be conducted by the analysis of breath.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be immediately removed from duty.

An employee will be subject to the same consequences of a positive test if they fail to cooperate in the testing process in such a way that prevents the completion of the test, including but not limited to if they refuse the screening, adulterates or dilutes the specimen, substitutes the

specimen with that from another person, sends an imposter to provide a specimen, or does not sign the required forms.

Discipline and Remedies

Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. In the case of an applicant, if they violate the drug free workplace policy, an offer of employment will be withdrawn. An employee that is a “qualifying patient,” as defined by the Illinois Compassionate Use of Medical Cannabis Pilot Program Act, that is subject to discipline for impairment will be afforded a reasonable opportunity to contest the basis for the determination of discipline.

The County recognizes drug and alcohol dependency as an illness and a major health problem. The County also recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use our Employee Assistance Program (EAP) and health insurance plans, as appropriate. However, the ultimate financial responsibility for recommended treatment belongs to the employee. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of ~~county~~ County policy and report any conviction under a criminal drug statute for violations occurring on or off ~~county~~ County premises while conducting ~~county~~ County business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)