

10.8 Drug and Alcohol-Free Workplace

Effective Date: Original

Revision Date: December 22, 1992

Revision Date: May 10, 2016

Revision Date: February __, 2020

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 manufacture, distribute, dispense, possess or be impaired by alcohol, **marijuana/cannabis**, illegal drugs or a controlled substance while on County premises or while conducting County business off County premises. This includes medical cannabis as defined by the Illinois Compassionate Use of Medical Cannabis Pilot Program.

Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medications legally prescribed by a licensed physician. However, it is the employee's duty to discuss with the prescribing physician any adverse effects which that medication may have on the ability to safely perform job functions and to inform their supervisor and the Director of Human Resources of those adverse effects. The disclosure is only related to on-the-job prescription drug use.

If a prescribing physician advises an employee to refrain from making business decisions or driving, or restricts some other major life functions due to the effects of the prescription, then the employee must obtain that restriction in writing and provide it to their supervisor and the Director of Human Resources. The Director of Human Resources by means of contacting the physician or medical practitioner or by whatever other means deemed advisable, will investigate whether it is necessary to impose any restriction on employment as a result of the employee's use of the prescription. If it is determined that the legally prescribed medication may affect or interfere with the safety and effectiveness of job performance, then the County may remove the employee from the position until such time the prescription medication is discontinued or dosage reduced. Upon notification of a reduction in dosage, the Director of Human Resources will re-evaluate the restriction and render a new determination.

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 the following types of testing: (1) pre-employment, (2) post-accident, and (3) reasonable suspicion testing upon request of management, including testing upon the manifestation of specific, articulable symptoms that indicate that an employee is using or has used drugs or alcohol in violation of this policy..

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.

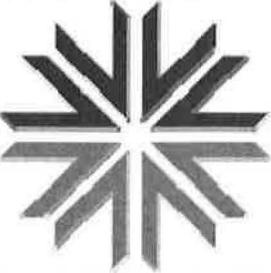
An employee will be subject to the same consequences of a positive test if they fail to cooperate in or delay the testing process in such a way that prevents the timely completion of the testing, including but not limited to if they refuse the screening, adulterates or dilutes the specimen, substitutes the specimen with that from another person, sends an imposter to provide a specimen, or does not sign the required forms. Employees who leave the scene of an accident without justifiable explanation prior to submission to testing will also be considered to have refused to cooperate.

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 policy and report any conviction under a criminal drug statute for violations occurring on or off County premises while conducting 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 and includes reporting the conviction to the federal government).

 Lake County Policy	<i>INTERNAL USE ONLY</i>
	<i>Employee Reimbursement Policy</i>
	Policy Number: 10.9
Version: 2.1 Date: 02/14/2017	

1.0 Purpose

Lake County employees incur various types of expenses as they conduct County business. This policy is to ensure that employees who incur valid business and travel expenses are reimbursed in a fair and equitable manner, that business expenses are reported, recorded, and reimbursed in a consistent manner throughout the County, and that the County complies with all applicable federal and state rules and regulations.

2.0 Scope

Reasonable business and travel expenses, in accordance with the guidelines set forth herein, incurred and paid by the employee while on County business, are reimbursed to the employee through payroll. Following department approval, requests for reimbursements must be submitted to Accounts Payable for audit, validation and costing. Travel and business expense records are subject to Freedom of Information Act (FOIA) laws and regulations. All documents must be prepared accurately, completely, and must include all required receipts and authorized signatures.

3.1 Policy

3.2 Policy Details

General Principals

Lake County encourages employees to participate in job related training, seminars, conferences, professional affiliations, and business-related functions which serve in the best interest of the County. Expenses incurred during the course of out of office business and business travel will be paid by the County, based upon documented, reasonable, and necessary expenses, and upon appropriate advance approvals.

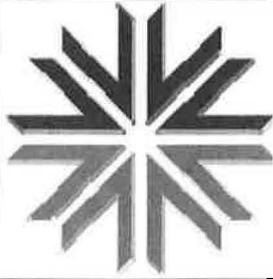
Departments are encouraged to utilize the Lake County procurement card (P-Card) to cover travel and business expenses for themselves and their staff. An employee using the County P-Card for travel expenses must follow County policy with regards to allowable expenses. Original itemized receipts are required for all expenses.

3.2 Procedures

General Business Expenses

Meeting Meal Expense: In the event that an employee has paid for a meal on behalf of other employees or business associates, the employee must indicate the purpose of the meeting and the names of those included. Reimbursement amounts must be reasonable based on location and County meal reimbursement guidelines.

Procurement Card: P-Cardholders should use the P-Card to cover travel and business expenses for themselves. Departments should use a designated departmental P-Card to cover travel and business expenses of their employees wherever possible. P-Card charges should comply with this policy. Detailed receipts are required, including meals.



Lake County Policy

INTERNAL USE ONLY

Employee Reimbursement Policy

Policy Number: 10.9

Version: 2.1 Date: 02/14/2017

Travel Expenses

Pursuant to the new Local Government Travel Expense Control Act, 50 ILCS 150/1, *et seq.*, portions of this policy have been revised to comply with the new regulations placed on the reimbursement of travel expenses.

Registration/Conference Fees: When an employee registers for a conference in advance every effort should be made to use a County P-Card or wait to be reimbursed when all expenses are being submitted. Any meals that are included in registration fees will not be reimbursed and should not be included on an expense reimbursement form. If an employee chooses to dine elsewhere it is at the employee's expense. Conference or meeting agendas must be submitted with reimbursement request.

Overnight Travel: Employees traveling overnight will be reimbursed for expenses not otherwise provided as part of a conference registration fee. Conference or meeting agendas must be submitted with reimbursement request.

Lodging: Employees are encouraged to find the lowest lodging rate available including special seminar, conference or government rates. Charges for lodging are reimbursable to the extent of actual reasonable expenses for a standard single room and not to exceed 20% above the U.S. General Services Administration's Lodging Rates for the Continental United States for the current year, plus applicable taxes and fees. See <http://www.gsa.gov>. If the location of the meeting is within 75 miles of Lake County, written permission by the department head justifying the overnight stay(s) must be secured in advance and provided along with the travel reimbursement form.

Traveling Companions (Spouse): The County does not reimburse travel expenses incurred by traveling companions. Any employee who travels with a companion is expected to pay for all incremental costs associated with the companion including transportation costs; additional lodging expenses, if any; meal expenses; and registration fees.

Approval of Expenses that Exceed the Policy Maximums

The County Board must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the County Board:

- (1) Any expense of any employee that exceeds the maximums permitted by this policy; or
- (2) Any expense of any member of the County Board.

Maximum allowable travel, meal or lodging expenses may be exceeded because of emergency or other extraordinary circumstances; however, these expenses are still subject to approval in accordance with subsection (1) above.