

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.320 – ALCOHOL AND CONTROLLED SUBSTANCES (revised 6/16/03)

The library recognizes that the use of controlled substances or alcoholic beverages on the library's premises or while on library business poses a serious threat to the safety of employees and compromises the quality and reliability of our work. The library maintains a strong commitment to provide a safe, efficient, and productive environment.

In keeping with this commitment, the library has a strict policy regarding the actual or attempted inappropriate use and/or possession of controlled substances and alcohol. Accordingly, the library requires all employees to report to work fit to perform their job and prohibits the actual or attempted use, possession, sale or transfer of alcohol or controlled substances. All employees must adhere to this policy as a condition of employment.

No employee may either actually or attempt to use, possess, distribute, sell or transfer alcohol or controlled substances while on the library's property, while on duty, while in on-call status, or while operating a vehicle that is owned or leased by the library. In addition, no employee may actually or attempt to report for work, or remain on duty or in on-call status, while under the influence of any controlled substances or alcohol. For purposes of this policy, a drug will be considered a controlled substance if its use is prohibited or restricted by law and/or an employee improperly uses or possesses a drug.

Employees may be subject to random drug tests as a condition of continued employment and are required to submit to a drug test following any injury or accident on the job. Failure to submit to this post-accident screening or a positive result from a post-accident screening may adversely affect an employee's eligibility for Workers' Compensation benefits as well as continued employment.

Employees who violate any provision of this policy are subject to disciplinary action up to and including dismissal.