

Bannock County's

DRUG-FREE WORKPLACE POLICY

Any location at which County business is conducted, including any location where employees of Bannock County are at work, whether at this site or any site, is declared to be a Drug Free Workplace.

Bannock County believes that a healthy and productive work force that is free from the effects of illegal drugs and alcohol is important not only to Bannock County, but also to its employees and the local community. The abuse of drugs and alcohol creates a variety of workplace problems including: increased injuries, absenteeism and theft, a decrease in employee morale, productivity and safety, and a decline in quality of services. This Drug-Free Workplace Policy is intended to meet our objective of safeguarding Bannock County, its employees and the local community.

All County employees are subject to the following alcohol and drug prohibitions:

- a. Reporting to work or being in the workplace under the influence of intoxicating beverages or illegal drugs.
- b. The unlawful use, possession, manufacture, purchase, sale, distribution, dispensing or transfer of intoxicating beverages, controlled or illegal substances, a drug not medically authorized, or any other substance which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, or other employees:
 - (1.) on county premises or property (including storage in a desk, locker, car, etc.);
 - (2.) while operating County vehicles or equipment;
 - (3.) while in the scope and course of County employment, or during work time.
- c. Only legally prescribed medications taken by the employee for whom they are prescribed are excluded from this policy and permitted to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others. An employee taking a prescribed medication that could affect performance must notify his supervisor so that safety concerns can be addressed.
- d. All employees of Bannock County who are convicted for a violation of a criminal drug statute will notify their Elected Official/Department Head and the Human Resources/Risk Management Department of the conviction no later than five days after the conviction.

Disciplinary actions, up to and including termination, can result when an employee violates Bannock County's Drug Free Workplace Policy. Supervisors are also obligated and will be held accountable to carry out the requirements of this policy; failure to do so may result in disciplinary action.

REASONABLE SUSPICION DRUG TESTING

Management may require an employee to be tested for substance abuse when reasonable suspicion exists that the employee's work performance or on-the-job behavior is being affected in any way by drugs or alcohol, or when in the County's judgment an employee may have contributed to an accident involving bodily injury or damage to property.

Reasonable Suspicion is defined as specific articulable observations, concerning such circumstances as work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior or speech of an employee, or being involved in an accident on County premises or business which results in physical injury or property damage, or other similar circumstances.

Upon a finding of reasonable suspicion of any of the circumstances outlined above, the County reserves the right to inspect and/or search all County property, and any employee's personal property on County premises for intoxicating liquor, controlled or illegal substances, or any other substances which may impair job performance, without prior notice. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject an employee to disciplinary action including immediate suspension or termination per Section V. EMPLOYEE PERFORMANCE AND DISCIPLINE in the Bannock County Personnel Policy.

PROCEDURES

- a. Employees are encouraged to seek voluntary treatment for substance abuse. If an employee wishes referral information, he or she may contact Rocky Mountain EAP – (Employee Assistance Program) at (208) 227-0152 or 1-866-260-9490.
- b. Elected Officials, Department Heads and Supervisors should consult with the Human Resources/Risk Management Department and the Prosecuting Attorney Department prior to requiring that an employee undergo substance abuse testing.
- c. All substance abuse tests will be conducted by a licensed medical or laboratory facility, using recognized procedural safeguards and confidentiality requirements.

Refusal by an employee to submit to a drug or alcohol test as required by the County, or testing positive for illegal drugs or alcohol, shall result in disciplinary action, per Section V. EMPLOYEE PERFORMANCE AND DISCIPLINE in the Bannock County Personnel Policy, depending on the facts and circumstances involved in each situation.