



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 24**

**DRUG FREE WORK PLACE**

These Administrative Instructions clarify City policy with respect to a drug free workplace. All current employees, contractors, leased staff, volunteers, and future staff upon hire, will be provided a copy of this policy as required by the Drug Free Workplace Act of 1988. This policy is in addition to Substance Abuse Policies required for employees, who are required to maintain Commercial Driver's Licenses (CDLs). The City emphasizes that any drug-free workplace programs are in place to prevent accidents and injuries, and to abate risks created by employees and/or others who are on duty in an impaired condition.

**INSTRUCTIONS**

It is the intent and obligation of the City to provide a drug free work environment. City employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using alcohol or controlled substances (as defined in 21 USC 812 or O.R.C. 3719.01), in the workplace. The City prohibits all employees on official business, on or off the workplace, from purchasing, transferring, using or possessing illegal drugs or controlled substances, or abusing alcohol or prescription drugs in any way that is illegal. Illegal drugs shall include drugs or substances illegal under federal, State, and/or local law. The City recognizes that some prescription medications may cause impairment in judgment, coordination, and physical ability. Reasonable accommodations will be considered for any employee who uses a legally prescribed medication.

All City employees are required to report to work in a fit condition ready to perform their duties. If an employee reports to work under the influence of alcohol, controlled substances, or illegal drugs, or unlawfully possesses controlled substances while in the workplace or on official business, such actions will be considered a violation of this policy. The employee will be subject to disciplinary action pursuant to appropriate City policies, and/or the disciplinary provisions of any applicable collective bargaining agreements.

Employees must, as a condition of employment, abide by the terms of the policy and report conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. Written notification must be given to the Municipal Administrator and the Personnel Director within five (5) days after the conviction. Any employee who fails to report such a conviction will be subject to immediate termination. The City will notify in writing, if appropriate, all appropriate federal and state agencies doing business with the City (e.g. HUD, ODOT, etc.) within ten (10) days after receiving notice of any employee convicted of a violation of criminal drug statutes.

Within thirty (30) days of receiving notice of an employee conviction, the City will take the following actions:

- take appropriate personnel action against an employee in accordance with established disciplinary procedures; and/ or
- require an employee to participate satisfactorily in an approved drug rehabilitation program

In the event of any conflict or inconsistencies between this policy and any collective bargaining agreement, the applicable provision of the latter will govern.

Disciplinary action may also be taken, if appropriate, for illegal drug, controlled substance, or alcohol violations that occur off-duty.

This Policy will be primarily administered by the City's Personnel Director.

All City employees will be provided with periodic Drug-Free Workplace training, which will include information regarding:

- a. The dangers of alcohol and other drug abuse in the workplace; and
- b. The City Drug-Free Workplace Policy.



Richard A. Edwards, Mayor

1-31-17

Date