Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.07

2. SUBJECT: ***Substance/Alcohol Abuse and Drug-Free Workplace***

3. POLICY: This District maintains a strict policy of ensuring a workplace free from Drugs and Substance abuse. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of the District.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. The District may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours. The District may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the District's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the District or others. The District is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.

      1. Employees who voluntarily report an alcohol, drug or controlled substance dependency problem will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The District may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances.
      2. An employee may be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug or controlled substance free following treatment. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

3. Employees using any prescription or over the counter drugs which might impair their work performance should notify their immediate supervisor. At the option of the supervisor, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.

B. The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on District premises or during work hours by District employees is strictly prohibited.

C. Employees must notify the District within five (5) days of any conviction for a drug or alcohol violation.

D. Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.