

DRUG-FREE WORKPLACE POLICY

(Personnel Rule 22.03)

Plumas County must have a drug-free workplace in order to receive and maintain contracts and/or grants from the Federal Government and the State of California. Therefore, the policy of Plumas County is to conduct all of its operations free of the abuse of illegal use of alcohol and/or other drugs.

1. The unlawful possession, use, manufacture, distribution or dispensation of controlled substances and/or the use of alcohol within the workplace, during the workday, or while on company business is prohibited. Controlled substances include, but are not limited to marijuana, amphetamines, cocaine, barbiturates, and opiates. Employees are required to advise their department heads of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. (Conviction is defined to include a plea of "nolo contendere".)
2. Such policy not only ensures Plumas County's continued revenues from Federal and State Contracts/Grants, it also helps the County maintain professionalism, amongst its employees in their dealing with the public. In addition, it decreases error rates, cost overruns and absenteeism and, more importantly, it helps employees maintain their health and safety.
3. If you, the employee, (of a family member) need private assistance for alcohol and other drug concerns, you may contact Plumas County's Employee Assistance Program. This program is administered by MHN at 1-800-242-6220 and is designed to provide confidential professional counseling to all Plumas County employees.
4. Employees who fail to adhere to this policy will be disciplined up to and including dismissal.
5. Every employee who works or may work on a proposed contract or grant for the Federal Government and/or the State of California will receive a copy of this drug-free workplace policy and will agree to abide by the term of Plumas County's statement as a condition of employment on such contract or grant.

By signing, I acknowledge that I have read this policy, understand its meaning and agree to comply with it as a condition of employment.

Employee Name

Date