

DRUG AND ALCOHOL -FREE WORKPLACE POLICY

Coverage

All employees.

Policy

It shall be the policy of the Town of Tisbury that the possession, use, and distribution of alcohol and, or illegal substances shall be prohibited in all town premises at all times. The Drug-Free Workplace Act (effective March 18, 1989) requires all employers to make a good faith effort to maintain a drug-free workplace. Failure of any employee to abide by this policy and failure of the town to enforce this policy may result in the suspension or termination of payments on existing federal contracts and grants and may further debar the Town from being eligible for future contracts or grants.

Administration

All employees are hereby advised that the Town of Tisbury prohibits the possession, use, or distribution of alcohol and, or illegal drugs in the workplace. Employees who violate this policy shall be subject to disciplinary action.

The maintenance, possession, dispensing or use of alcoholic beverages or controlled substances (drugs) is prohibited wherever an employee is performing work for the Town including in vehicles. Each employee will abide by this policy as a condition of employment.

The employee will notify the Town of any criminal conviction for an alcohol or drug violation occurring in the work place no later than five (5) days after the conviction in a Federal or State Court.

Within ten (10) days after receiving notice of any criminal conviction for an alcohol or drug violation occurring in the work place, the Employer will either take appropriate action against the employee or refer the employee to a rehabilitation program.

Replaces section 28.0 in Personnel Manual adopted 11/6/06