

# **CARMICHAEL WATER DISTRICT POLICY MANUAL**

## **POLICY 6030: Drug Free Workplace**

**6030.10** It is Carmichael Water District's (District) intent to provide all employees with an environment that is safe and drug free as defined in this policy.

**6030.20** The District is concerned about the use of alcohol, illegal drugs under state or federal law, (including controlled substances such as prescription drugs that have not been prescribed to the employee) as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the District. Subject to the requirements of the federal Americans with Disabilities Act (ADA), the District will be firm in identifying and disciplining those employees who are impaired by use of alcohol, marijuana or any legal or illegal substance while on the job in violation of the following, up to and including termination of employment.

**6030.30** The following rules and standards of conduct apply to all employees either on District property, or on the job (which includes: during the workday [including meals and rest periods], or when an employee is on-call). Behavior that violates District policy includes:

**6030.30.1** Possession or use of an illegal drug, or alcohol, or being under the influence of an illegal drug or alcohol while on the job, other than possession of unopened alcohol containers provided between employees as a gift that are not otherwise opened or consumed while on the job or on District premises;

**6030.30.2** Driving a District vehicle while under the influence of an illegal drug or alcohol;

**6030.30.3** Distribution, sale, or purchase of an illegal drug or alcohol while on the job or on District property.

**6030.40** An employee who is using prescription drugs that have been properly prescribed to them, or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify their supervisor of such use immediately before starting or resuming work. Violation of these rules and standards of conduct will not be tolerated.

**6030.50** Human Resources will be responsible for administering this policy including maintaining a Drug and Alcohol Program Manual that is available to be reviewed by all current and new employees. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry for District safety-sensitive and Department of Transportation (DOT) positions.