

BICKNELL TOWN
DRUG AND ALCOHOL FREE WORKPLACE POLICY

POLICY OF STATEMENT

It is the policy of Bicknell Town to adopt, implement, maintain and enforce a drug and alcohol free workplace. The Town shall provide for a safe and productive workplace that is free from the effects of possession, use, or distribution of illicit drugs or alcohol.

DEFINITION

1. "Reasonable" means the ability to recount and provide reasons for actions. It is more than a "hunch" or feeling. It requires at least some factual information.
2. "Workplace" means the Town's premises or site of any activity.

PROHIBITED PRACTICES

Employees are prohibited from possessing, using, being under the influence of, or distributing any illicit drugs, imitation controlled substance, drug paraphernalia or alcohol during working hours. It is mandatory that all employees abide by this policy. Furthermore, all employees, as a condition of employment, must abide by the terms of this policy.

PREVENTION POLICY

1. All employees of Bicknell Town shall be required to participate in drug and alcohol education and prevention programs. Such programs will address the legal, social, and health consequences of drug and alcohol use.
2. All employees shall receive information that drug and alcohol use is wrong and harmful.
3. All employees shall receive a copy of this policy. New employees must receive a copy at the time of hire or appointment, or no later than 30 days after hire or appointment date.

EMPLOYEE SANCTIONS

1. Employees must notify the Mayor of any conviction for engaging in any practice prohibited by this policy occurring on town premises or at the site of any work activity. Notification must be received by the Mayor no later than five days after such conviction. Upon receipt of such actual notification from an employee, the Mayor shall take action described in paragraph 4a, or 4b, below.
2. Department heads who are aware of a violation of the standards set forth in the Prohibited Practices Section of these policies must take immediate action in response to the violation.
3. The Mayor may authorize a reasonable search of an employee's workstation, locker and other city facilities and equipment and may require the employee to submit to drug testing procedures at the Town's cost if the Mayor has a reasonable suspicion of a violation of this policy by the employee.
4. If the Mayor has reasonable cause to believe that an employee has violated this policy, the Mayor may also notify local police authorities. The employee may be suspended without pay pending the outcome of the investigation. Any suspension must be preceded by a written notification to the employee stating the reasons and any factual information serving as the basis for the suspension and an opportunity for an informal review

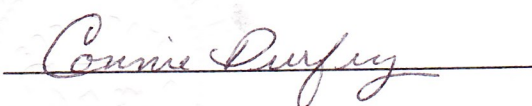
of the charges. If, after an investigation, the employee is found not to have violated these rules, the employee shall be reinstated with full back pay. If the charges are substantiated, the Mayor shall choose one of the following options depending on the severity of the violation:

- a. Immediate termination to be initiated consistent with the Bicknell Town Personnel Policies and Procedures.
- b. Referral to a drug or alcohol counseling and rehabilitation program. If an employee accepts this option the employee shall be granted sick leave, vacation, or leave without pay for inpatient treatment. Continued employment during outpatient treatment will be allowed only at the discretion of the Mayor based on an evaluation of the employee's ability to perform adequately during this time. Employees undergoing rehabilitation must sign a release to allow the transmittal of verbal or written progress reports between the Town and treatment providers. All such communication shall be classified as confidential information. Employees shall be required to continue any outpatient treatment prescribed by a licensed practitioner on the employee's own time. Employees who fail to complete the prescribed treatment program or who cannot be rehabilitated shall be terminated from employment.

The foregoing Drug and Alcohol Free Workplace Policy was adopted by the Bicknell Town Council on the 10th day of March 1994.


Mayor

ATTEST:


Town Clerk