



OHIO COUNTY PUBLIC LIBRARY WHEELING, WV

DRUG-FREE WORKPLACE

It is the purpose of this policy to establish uniform guidelines for the Ohio County Public Library in accordance with the required provisions of the Drug-Free Workplace Act of 1988. This policy will cover all employees, both full-time and part-time, of the Library.

For purposes of this policy, the workplace is defined as both the library building and all surrounding property owned by the Library. This policy's primary goal is to ensure that the Library's work environment is drug-free and that the workplace is safe, healthful, productive, and secure for its employees and patrons.

It is the policy of the Ohio County Public Library to ensure that its workplace is free of illegal drugs and controlled substances by prohibiting the use, possession, purchase, distribution, sale or presence in the body system without medical authorization, of illegal or controlled substances.

This is applicable while employees are engaged in any work-related activity which includes performance of library business during regularly-scheduled work days, meal breaks, and/or social occasions having a connection with the library.

The unlawful possession, use, manufacture, distribution, or dispensation of alcohol and/or a controlled substance; the reporting to work under the influence of a controlled substance or alcohol; the presence of a non-medically prescribed controlled substance or alcohol in the body system; or possession of drug paraphernalia are all prohibited in the workplace.

Possession and/or distribution of a controlled substance will be dealt with promptly in accordance with legal and the library's Disciplinary Policy (Part II, Section 4—Library Personnel Policies).

Employees who are in violation of the provisions of the Drug-Free Workplace Act will be subject to disciplinary action up to and including termination and may be required to participate in a drug rehabilitation or assistance program.

As a condition of employment with the Ohio County Public Library employees will

abide by the terms of this policy, notify immediately their supervisor and/or the Library Director of any observed violation of this policy, and sign the “Employee Drug Awareness Certification Form.”

It will be the responsibility of the Library Director to establish a drug awareness program for library employees to provide training on the following: the dangers of drug-abuse in the workplace; the establishment and maintenance of a drug-free workplace; the penalties for workplace drug abuse; and available drug-free literature.

It will be the responsibility of the Library to: post the Drug-Free Workplace Policy in a central location; distribute a copy of the policy to every employee; include a copy of the policy in every new employee’s orientation packet; maintain the signed “Employee Drug Awareness Certification Form” in the employee’s personnel file; enforce the policy and take appropriate personnel disciplinary action against employees who are convicted or violate the policy within 30 days following the date of the conviction and/or violation; train every supervisor on the Drug-Free Workplace Policy; and schedule training and supplement the cost of such training.

-Adopted by the Ohio County Board of Trustees: September 9, 2003