

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Drug & Alcohol Free Workplace

CHAPTER: VIII

SECTION: 8

EFFECTIVE DATE: 10/89

REVISION DATE: 12/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library is committed to providing a drug-free, healthful, and safe workplace. Consistent with this goal, the B&ECPL has implemented the following policy guidelines.

II. GUIDELINES

A. Workplace Policies

1. Employees shall not report to work under the influence of alcohol or illegal substances, nor shall use of said substances be allowed during their scheduled shift, including break times.

2. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited during working hours, while at any B&ECPL facility, and while conducting B&ECPL related activities

off-site. Any employee engaging in such conduct shall be discharged in accordance with applicable collective bargaining agreements.

B. Employee Assistance Program

The Employee Assistance Program shall offer substance abuse counseling and referral to rehabilitation programs.

C. Federal Drug-Free Workplace Act

1. Each employee shall abide by the Federal Drug-Free Workplace Act of 1988.
2. It is the responsibility of each employee to notify his/her supervisor in writing of any conviction for violation of any criminal drug statute arising out of actions at the employee's workplace, not later than five (5) days after such conviction.
3. The employee's supervisor shall, upon receipt of such notice:
 - a. Notify any Federal contract officer within ten (10) days of such conviction.
 - b. Impose the following sanctions and/or remedial measures within thirty (30) days upon any employee who is convicted of drug violations in the workplace:
 - i. Take appropriate disciplinary action against the employee, up to and including discharge; and/or
 - ii. Require such employee to satisfactorily participate in substance abuse assistance or a rehabilitation program

approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.