

North Los Angeles County Regional Center Drug-Free Workplace Policy

Purpose and Goal

NLACRC receives Federal funds and is required to comply with the Drug Free Workplace Act. We are committed to the safety, health and well being of all employees and other individuals in our workplace. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This policy recognizes that employee involvement with alcohol and other drugs can be disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

Who Is Covered By This Policy

Any individual who conducts business for NLACRC or is conducting business on NLACRC's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to employees, contractors, volunteers, interns, and applicants. Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for NLACRC. Therefore, this policy applies during all working hours, while on call, while on organization property and while at company-sponsored events.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to call in sick, use leave, request change of duty, or consult with a supervisor to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify NLACRC in writing within five calendar days of the conviction. NLACRC will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection. Searches can include desks and workstations and may extend to personal property, if necessary.

Consequences

An employee who violates this policy will be subject to progressive disciplinary action and may be required to enter rehabilitation to avoid termination of employee. An employee who fails to successfully complete rehabilitation and/or repeatedly violates the policy will be terminated from employment. Normal disciplinary action will be taken if job performance deterioration and/or other accidents occur, and nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

NLACRC recognizes that alcohol and drug abuse and addiction are treatable illnesses. We allow the use of accrued paid leave while seeking treatment for alcohol and other drug problems. Treatment for alcoholism and/or other drug use disorders are covered as described in PERS healthcare publications. Free or for-fee assistance is also available through community hotlines, self-help groups, community mental health centers, private therapists or counselors, and addiction treatment centers. The ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information reported through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on-or-off-duty use of alcohol or other drugs. In addition, employees are encouraged report dangerous behavior to their supervisors. It is the supervisor's responsibility to: Investigate reports of dangerous practices, document negative changes and problems in performance, and counsel employees as to expected performance improvement.

Communication

To ensure all employees are aware of their role in supporting our drug-free workplace program, all employees will receive a written copy of this policy and the policy will be reviewed in orientation sessions with new employees. Educational materials about the dangers of alcohol and drug use and the availability of help will be available to all employees.