

Drug-Free Workplace Policy

I. Statement of Policy

It is the policy of the Butterfield Park District (BPD) to provide a safe, productive and drug free work environment. While we have no intention of intruding into the private lives of our volunteers and employees, we expect all personnel (managers, employees and volunteers) to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs and alcohol during working hours is inconsistent with this objective.

Engaging in any of the following conduct will cause disciplinary action up to and including discharge (employees) or disqualification for volunteer services (volunteers).

Drugs:

- Reporting for work or working under the influence of narcotics, drugs or controlled substances.
- The use, sale, possession, manufacture or distribution of narcotics, drugs or controlled substances while on Park District premises or on Park District time.

Alcohol:

- The use of alcohol while in working areas, during working hours or reporting for work or working under the influence of alcohol while on agency business where such use or influence adversely affects the individual's work performance, safety or the performance of fellow agency employees or volunteers.

Individuals undergoing prescribed medical treatment with a controlled substance that may affect the individual's job performance must report this treatment to the supervisor. The use of controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action; it is important. However for the agency to know such use is occurring, if it may affect performance.

Individuals who voluntarily request help with alcohol or drug dependencies may do so without thereby jeopardizing their employment or continued volunteer work. Volunteering to participate in treatment programs will not itself prevent disciplinary action for violations of this policy. Such matters will be handled with complete confidentiality.

II. Definitions

For purpose of this drug and alcohol abuse policy, the following terms shall have the following meanings:

- A. Working areas shall include without limitation inclusive of all Park District facilities and Park District locations.
- B. "Working Time" includes all of the time during which an individual is performing work for the benefit of the agency.
- C. "Legal Drug" means any substance the possession or sale of which is not prohibited by law, including prescription drugs and over-the-counter drugs.
- D. "Illegal Drug" means any controlled substance the possession or sale of which is prohibited by law.

Some of the drugs which are illegal under federal, state or local laws include, among others; marijuana, herein, cannabis, hashish, cocaine, hallucinogens and depressants and stimulants not prescribed for current personal treatment by an accredited physician.

- E. "Under the influence of alcohol" means that the employee or volunteer is affected by a drug or alcohol or the combination of a drug or alcohol in any detectable manner.
- F. "Traceable in the individual's system" means that the results of the laboratory's analysis of the employee's urine or blood specimen is positive for the tested substance.
- G. "Individual" refers to the employee or volunteer for the BPD.

III. Procedures

- A. Testing. The BPD may require any employee or volunteer to provide both urine and/ or blood specimens for laboratory testing or to take a breathalyzer test at a medical clinic of the BPD's choice if:
 - 1. The BPD has reasonable suspicion to believe that the individual is under the influence of alcohol, or a legal or illegal drug. For purposes of this policy, "reasonable suspicion" shall mean suspicion based on specific personal observations that the agency's representatives can describe concerning the individual's appearance, behavior, speech, or breath or body odor. Suspicion is not reasonable and thus not a basis for testing if it is based solely on third-party observation and reports; or
 - 2. The individual is involved in any work related accident. For purposes of this policy, an individual shall be deemed to have been involved in a work related accident if he or she is injured or causes injury of another person on agency premises or during working time, or causes damage to any agency leased or owned property.
- B. Consents. If requested, an individual must sign a consent form authorizing the clinic to withdraw a specimen of blood and/ or urine, or to conduct a breathalyzer test, and release the results of the laboratory testing to the agency.
- C. Refusal to provide specimen or consent. Any volunteer or employee who refuses to provide a urine and / or blood specimen, or to take a breathalyzer test, where the agency may require such a urine or blood specimen or a breathalyzer test under this policy or who refuses to sign a consent form, shall be subject to discharge or disqualification.
- D. Chain of possession procedures. At this time specimens are taken the individual being tested shall be given a copy of the specimen collection procedures, the specimens must be immediately sealed and labeled the individual shall initial the specimens to ensure that the specimens tested by the laboratory are those of the employee. The required procedure is as follows:
 - 1. The blood specimen, if to be drawn, shall be drawn with as little delay as reasonably possible. Immediately after the specimens are drawn, the individual test tubes shall, in the presence of the individual, be labeled, and then be initialed by the individual. The individual has the obligation to identify each specimen and initial same. The specimens shall be placed in the transportation container after being drawn.

2. The urine specimen if to be taken, should be collected, and tested for PH and temperature. If the initial test raises some doubt regarding the specimen, the individual being tested may be required to retake the test in the presence of an observer. The specimen shall then be sealed in the individual's presence and then be initialed by the employee. The individual being tested has an obligation to identify each specimen and initial same. The specimens will be placed in the transportation container. The container then will be sealed in the individual's presence and he or she shall be given an opportunity to sign or label the container. If the samples are to be sent to an outside designated testing laboratory, the containers shall be sent on that day or the soonest normal business day by air courier or other fastest available method.
 3. The clinic shall conduct all breathalyzer tests, if any, in accordance with generally accepted procedures for the administration of such tests.
- E. Confidentiality. The results of any blood and / or urine analysis or breathalyzer tests shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis, and the agency. However, the agency may use the results to decide upon an action to be taken towards the tested individual or to the extent necessary to defend its actions in any subsequent legal or other proceeding.
- F. Treatment. The agency, at its sole discretion, may require any employees or volunteer who violates section I of this policy, as a condition of employment or continued inclusion in the volunteer program and in lieu of discharge or of disqualification, to submit to and pass a urine analysis or blood test within six weeks after the date in which the Park District determines that the employee violated the policy. In addition, the agency may require the employee or volunteer to undergo, at the employee's or volunteer's expense, alcohol or drug rehabilitative treatment at the facility of the agency's choice. The agency may discharge any employee who fails or refuses to submit to urine analysis or a blood test or undergo rehabilitative treatment, who's urine analysis and / or blood test is positive, or who cannot pass the urine analysis or blood test within six weeks.

Any individual convicted of violating any federal, state or local criminal drug law of the state of Illinois must notify the director of such conviction no later than five (5) days after such conviction. An individual convicted of violating any such criminal drug law may receive discipline up to and including discharge or disqualification from volunteer work or may have his or her continued employment / volunteer work conditioned on satisfactory participation in a drug abuse assistance or rehabilitation program.

As a condition of continued employment or volunteer work participation, and when requested, an individual may be required to submit to a physical examination, including a drug or alcohol screening test. Such testing will be required whenever the individual's supervisor or any member of the agency's management or governing board has a basis for believing that the employee's or volunteer's job performance is impaired or his/ her safety or the safety of others is endangered, due to the individual's suspected use of drugs or alcohol.

I have read the **Drug-Free Workplace Policy** and agree to the terms as described herein.

Employee Printed Name

Employee Signature

Date

Parent/Guardian Signature
(employee under age of 18)

Supervisors Signature