



# TOWN OF SUFFIELD

## Drug and Alcohol Abuse Policy

Fostering excellence by maintaining a safe and productive working environment for each employee is a vital concern of the Town of Suffield.

To further this goal, the Town of Suffield maintains a strong commitment to a drug free work environment and has developed drug and alcohol policies to provide guidance for supervisors and employees dealing with substance abuse.

The Town of Suffield will not tolerate drug or alcohol abuse.

To further our commitment to provide a safe, drug free environment, the Town of Suffield has adopted the following policies:

1. The use, sale, possession, manufacture or distribution of illegal drugs or the abuse of legal drugs while at work, whether on or off the Town of Suffield property, is strictly prohibited.
2. Alcohol may not be bought or consumed while at work, whether on or off the Town of Suffield property.
3. Being under the influence of alcohol or drugs while at work is strictly prohibited. All employees must report to work in a physical and mental condition necessary to perform their jobs without impairment.
4. All applicants for employment, except former employees of the Town of Suffield whose previous employment was within the past twelve months, are required to successfully pass a drug test as part of the pre-employment screening process. A positive test result will be considered sufficient grounds to disqualify an applicant from employment with the Town of Suffield. Prospective applicants who have positive test results will be allowed to re-apply for employment within the Town of Suffield after a waiting period of six (6) months, but will be required to successfully complete a drug test prior to employment.
5. The Town of Suffield reserves the right to require an employee to undergo a medical evaluation and when applicable, a drug and/or alcohol screening test, when there is reasonable suspicion that the employee is working under the

influence of drugs or alcohol which adversely affect such employee's job performance or which could adversely affect the employee's ability to perform his or her job. Involvement in a work-related accident caused by apparent impairment of judgment or physical or mental ability may result in an employee having to undergo medical evaluation and, where applicable, a drug and/or alcohol screening. A positive test result may result in discipline, up to including termination of employment.

6. The Town of Suffield also reserves the right to conduct random testing as authorized by the State of Connecticut. The employees who are in occupations designated as safety sensitive occupations by the State will be selected randomly for testing. Employees who are selected must report as directed for testing. A positive test result may result in discipline, up to and including termination of employment. Safety sensitive employees should disclose any prescription or over the counter medications to the Town that could adversely impact the ability of the employee to perform his or her job safely.
7. Failure to cooperate fully with the requirements of any drug screening test, including accurate completion of the required documentation, may result in discipline up to and including termination of employment.
8. An employee or applicant whose urine test result is positive may request a retest of the original specimen. This test must be submitted in writing to the Town of Suffield within fifteen (15) days. All costs associated with a retest under this program may be prepaid by the employee or the applicant, including shipping and handling, transportation and testing. If the result is negative, the Town of Suffield reserves the right to require the employee or applicant to provide a new urine sample for testing.
9. Criminal arrest, either on or off the job, for drug or alcohol related offenses, will not constitute ground for discipline unless the offense is confirmed by criminal conviction or independent investigation by the Town of Suffield. However, depending on all of the circumstances presented, the Town reserves the right to transfer, reassign or institute disciplinary action up to and including termination.
10. The legal use of prescribed drugs is permitted of the job if such use does not impair the employee's ability to work safely and does not endanger other employees. Employees must keep all prescribed medicine in the original

container, which identifies the drug, date of prescription, dosage and prescribing physician.

The Town of Suffield is committed to implementing this policy in a fair and equitable manner which promotes a safe and drug-free workplace, respects the dignity and privacy of the individual and respects the safety of our people. The use of illegal drugs and the abuse of legal drugs and alcohol have no place in our workforce. The Town of Suffield is committed to maintaining a safe, health and drug-free workplace. In order to accomplish this goal, we need the support of every person in the organization to help combat this national problem which threatens the fabric of our society.