

TOWN OF AVON

Drug-Free Workplace and Substance-Abuse Policy

1. It is the policy of the Town of Avon to provide a drug free workplace for all of its employees and to comply with the provisions of the United States Drug-Free Workplace Act of 1988 (PL 100-690)
2. Accordingly, the Town of Avon, as a Federal Grant recipient, hereby notifies every employee that the manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited further, the Town of Avon hereby notifies every employee that as a condition of employment, no alcohol or illegal drugs shall be used or possessed on town property or town equipment by an employee during the work shift of any employee, including all breaks and lunch periods.
3. Violation of this policy shall result in a disciplinary action, including, but not limited to, suspension and/or termination.
4. The Town of Avon establishes, as a condition of employment, that each employee must abide by the drug-free workplace policies; and that each employee, must notify the Department Head, within five (5) days of any such conviction, of any conviction for violation of any federal or state criminal drug law occurring in the workplace.
5. The Department Head shall notify the appropriate federal agency and shall have up to thirty (30) days from the time of notification by the employee of a conviction for a workplace offense involving drugs to take appropriate personnel action up to and including discharge. The Town of Avon may require employee to participate in an approved drug abuse assistance rehabilitation program.
6. Employees having any questions in regard to this policy are invited to contact their Department Head to discuss their concern.
7. This policy is effective as of September 8, 1992.
8. I hereby acknowledge receipt of this policy.

Witness

Employee/Department

Date