

**TOWN OF CHELSMFORD
ALCHOL AND DRUG-FREE WORKPLACE POLICY¹**

Purpose and Scope

The use of drugs and misuse of legal drugs, including alcohol, is a source of danger in the workplace and a threat to the Town's goal of maintaining a productive and safe work environment.

Employees of the Town of Chelmsford (the "Town") must remain drug and alcohol free in order to accomplish their respective job duties. Drug and alcohol abuse impairs the health, well-being and productivity of the individual, the Town of Chelmsford, and its employees. Consequently, the use of illegal drugs, or abuse of alcohol involving your work, cannot and will not be tolerated.

The purpose of this policy is to outline the responsibilities of Town employees, department heads, supervisors and managers with regard to drug and alcohol use in the workplace, and the testing of Town employees for drug and alcohol use in accordance with the Drug-Free Workplace Act of 1988. The purpose of establishing a drug-free workplace is to inform Town employees about:

- a. The serious danger of drug abuse in the workplace;
- b. The Town's policy of maintaining a drug-free workplace;
- c. The availability of drug counseling, rehabilitation, and employee assistance programs; and
- d. The consequences of employee drug use in the workplace.

General Policy Regarding Drugs and Alcohol in the Workplace

The Town establishes as a condition of employment that each employee must abide by the drug-free workplace policy, as follows:

- a. In accordance with the Federal Drug Free Workplace Act, the use, dispensation, transfer, manufacture, purchase/attempt to purchase, or sale or attempt to sell or possession of narcotics, illegal drugs or controlled substances, including medicinal marijuana, or alcohol while on the job or on Town property is prohibited.
- b. Employees may not report for work or at any time while working for the Town be under the influence of narcotics, illegal drugs or controlled substances, including medicinal marijuana, or alcohol.
- c. Employees must follow any directions of their health care provider concerning prescription medications, inclusive of medical marijuana, and must immediately

¹ Should there be a conflict between this Alcohol and Drug-free Workplace and Testing Policy and any applicable collective bargaining agreement, the collective bargaining agreement shall prevail, subject to federal and state law.

notify their supervisor if any prescription drug is likely to have an impact on job performance, including their ability to perform their job safely. In addition, notification must be given at the time of any testing or screening as to any drugs or medicine being taken.

- e. For the purposes of this policy, work time shall include, without limitation, all breaks and meal periods. For the purposes of this policy, the workplace shall include, without limitation, the Town buildings, facilities, grounds, vehicles and any other Town-owned, leased or controlled property, including lockers, desks or other furniture or equipment provided to an employee for his or use. It shall also include personal belongings, e.g., a backpack, handbag, that have been brought into or onto other Town property.
- f. Any violation of paragraphs (a) through (e) may result in disciplinary action up to and including termination, subject to the terms of any applicable collective bargaining agreement.
- g. The Town is committed to the treatment and rehabilitation of employees with alcohol and controlled substance misuse problems, and encourages employees to come forward voluntarily and seek assistance for those problems prior to and after implementation of the testing program. If at any time a Town employee volunteers to enter a chemical dependency program, he/she may enter without fear of disciplinary action being taken against him/her as a direct result of seeking treatment, where such a program is designed to provide care and treatment to employees who are in need of rehabilitation. Details concerning the treatment any employee receives at this program shall remain confidential and shall not be released to the public.
- h. Any employee who is arraigned for a drug-related offense or for driving while intoxicated must notify their respective Department Head immediately, regardless of whether the conduct occurred while on duty.

Questions

Any employee with a question regarding this Policy should contact his or her supervisor or Human Resources.

ATTACHMENT A

Employee Confirmation of Receipt

I hereby certify that I was given a copy of the Town of Chelmsford's Alcohol and Drug-free Workplace Policy, and have been given an opportunity to ask questions of my supervisor about the content of the policy.

Employee's Name

Department

Employee's Signature

Date

