

DRUG FREE WORKPLACE POLICY

The Hillside Public Library, as a drug-free workplace, is committed to maintaining a safe and healthy working environment for all its employees as well as the public, and to complying with the Federal and State Drug Free Workplace Act. The use, possession, sale, distribution, or manufacture of alcohol or non-medically prescribed controlled substances by any employee while on Library property or in the performance of work duties are prohibited. Further, employees are prohibited from being at work under the influence of drugs or alcohol. In addition, employees are required to notify the Hillside Public Library of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

A violation of this policy by an employee may result in disciplinary action up to and including discharge or, where warranted, referral to an appropriate treatment facility. Any disciplinary process instituted against an employee will be conducted in accordance with the personnel rules of the Library. In imposing discipline, the Library may consider the severity of the offense, the endangerment, if any, to the employee, other employees and the public caused by the violation, the potential for rehabilitation if applicable and the employee's previous work history and disciplinary record.

The Library encourages any employee with a drug or alcohol problem to seek professional assistance. For the convenience of its employees, the Library maintains a list of agencies that provide counseling and other addiction related services to individuals desiring such assistance or information.

Approved by the Hillside Public Library

Board of Trustees
June 8, 1994