

POLICY -97-01-A

To: All Town Employees
cc: Select Board, Town Attorney and Trustees (FYI)
From: James A. McSweeney, Town Manager
Re: Policy Memorandum #97-01-A-(Administration)-Drug and Alcohol Policy.
Date: February 18, 1997 - Revision 3-97 J.A. McS.



EFFECTIVE DATE - IMMEDIATE

PURPOSE: The purpose of this policy is to maintain a drug-free work place as Town policy and in accordance with the DRUG FREE WORK PLACE ACT, to inform employees that as a condition of employment, they must abide by the following policy. The Town encourages employees to request and seek help if needed. The Town may establish an Employee Assistance Program (EAP). This program will provide confidential assistance to employees in dealing with drugs, alcohol, emotional, family, and financial issues, or personal problems that may affect the employees job performance. Currently the employees insurance program, will assist in the treatment of drug and alcohol problems.

POLICY: Employees shall not possess, use, or sell non-prescribed drugs or alcoholic beverages while on Town business. Possession shall include, but not be limited to, concealment or storage in locker, bag, automobile, or other places accessible to employees during work hours.

Employees shall not report to work or attempt to work while under the influence of non-prescribed drugs or alcoholic beverages. Reporting to or being at work while suffering from the effects of exceeding the prescribed or directed usage, or otherwise abusing prescription or over-the-counter drugs or medications is also prohibited, where in the opinion of the department head

POLICY 97-01-A continued

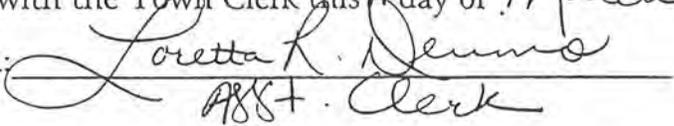
such use prevents the employee from performing the duties of his/her job, or poses a risk to the safety of the public, other employees, other persons or property. Therefore, an employee using prescriptions carrying a warning, such as, but not limited to, driving a vehicle or operating machinery, if your job requires you to drive a vehicle or operate machinery, shall not report to work. An employee must notify the department head in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five(5) calendar days after such conviction. After receiving notice of such conviction, the department head, through the Town Manager, shall notify within (10) calendar days any Federal Agency from whom the Town received grants and shall take one (1) of the following actions within thirty (30) calendar days of receiving notice with respect to an employee who is so convicted:

- 1) Take appropriate personnel actions against such an employee up to and including termination; or
- 2) Require such employee to participate in the Town Employee Assistance Program (EAP) or other drug abuse assistance or rehabilitation program.

Employees should understand that any area owned or under control of the Town of Milton including offices, closets, lockers, desks, may be searched by supervisory officials at any time that the department head has reason to believe that the employee is under the influence of drugs or alcoholic beverages or in the possession of any drugs or alcoholic beverages. Employees should hold no expectation of privacy with respect to their areas.

Dated this 10 day of March, 1997 by 

Filed with the Town Clerk this 11th day of March 1997.

Attest: 
ASST. Clerk