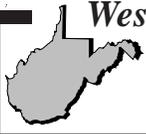


**DRUG- AND ALCOHOL-FREE WORKPLACE****I. PURPOSE**

- A. The purpose of this policy is to establish clear and uniform guidelines in accordance with federal and State regulations regarding alcohol, drugs, or controlled substances, including the provisions of the Drug-Free Workplace Act of 1988.
  - 1. Further, the purpose of this policy is to make every effort to institute and maintain a drug- and alcohol-free workplace.
  - 2. This policy shall cover all independent contractors, volunteers, and employees of the State of West Virginia, including executive, administrative, classified, non-classified, exempt, and temporary employees, and employees of county health departments affiliated with the West Virginia Division of Personnel.
- B. The policy's goal is to comply with the Drug-Free Workplace statute and to eliminate the presence and/or use of alcohol and illegal drugs in the workplace.
  - 1. Further, the intent of this policy is to ensure that State government workplaces are safe, productive, and secure for independent contractors, volunteers, employees and citizens.
  - 2. This policy prohibits the use of alcohol and/or illegal drugs in the workplace as such use may affect an independent contractor's, volunteer's, or employee's job performance; bring discredit upon the reputation of the State of West Virginia, as the employer, and/or threaten the safety of independent contractors, volunteers, employees, individuals entrusted to the care of the State, and the general public.

**II. DEFINITIONS**

- A. **Alcoholic Liquors:** These include alcohol, beer, wine and spirits, and any liquid or solid containing alcohol and capable of being used as a beverage.
- B. **Independent Contractor:** Any department, division, unit, or any person responsible for the performance of work under a contract.
- C. **Controlled Substance:** A federally-regulated substance listed in Exhibit A and/or Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and West Virginia Code § 60A-2-201, et seq., that when taken into the body, may impair one's mental faculties and/or physical performance.
- D. **Conviction:** A finding of guilt, (including a plea of nolo contendere) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statutes.
- E. **Criminal Drug Statute:** A criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.



# DRUG- AND ALCOHOL-FREE WORKPLACE

## POLICY

- F. Employee: Any person who works full-time or part-time, including management, or temporary staff who are directly engaged in the performance of work for a State employer.
- G. Federal Agency: Any agency as that term is defined in Section 552(f) of the Title IV, United States Code.
- H. Grantee: Any department, division, unit, or any person responsible for the performance of work under the provisions of a federal grant.
- I. Legal Drug: Legal drugs include medications prescribed by a physician, and over-the-counter medications which have been legally obtained and are being used solely for the purpose for which they were prescribed by a physician or manufactured.
- J. Illegal Drug: Any drug which is not legally obtainable and is being used in a manner or for a purpose other than as prescribed. Illegal drugs include those controlled substances under federal or State law which are not authorized for sale, possession, or use, and legal drugs which are obtained or distributed illegally.
- K. Workplace: A work site where service or work is performed in connection with an independent contractor's, volunteer's, or employee's public employment or service. The workplace shall include facilities, property, buildings, offices, structures, automobiles, trucks, trailers, other vehicles, and parking areas provided by the State, even if not owned, leased, or operated by the State.
- L. Volunteer: Any authorized individual not receiving compensation while directly engaged in the performance of services for a State employer.

### III. POLICY

- A. It is the policy of West Virginia State government to ensure that its workplaces are free of alcohol, illegal drugs and controlled substances by prohibiting the use, possession, purchase, distribution, sale, or having such substances in the body system. Although the sale and use of alcohol by an adult may be legal, the possession, use, distribution, or dispensation of alcohol in the workplace is strictly prohibited.
- B. This policy is applicable while independent contractors, volunteers, and employees are engaged in any work/service-related activity which includes performance of agency business. Work/service-related activity includes, but is not limited to, conducting work/service, representing the State or the agency, receiving awards, speaking as a State or agency representative, and participation in receptions when invited as a result of State employment/service.
- C. The possession, use, distribution, or dispensation of alcohol; the reporting to work under the influence of alcohol, or having alcohol in the body system at work, whether the alcohol was consumed at work or away from work, are all prohibited in the workplace. When reasonable suspicion exists that an independent contractor, volunteer, or employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action or termination of service agreement.



## DRUG- AND ALCOHOL-FREE WORKPLACE

- D. The unlawful possession, use, manufacture, distribution, or dispensation of a controlled substance or illegal drug; the reporting to work under the influence of a controlled substance or illegal drug; having an illegal drug in the body system; or possession of drug paraphernalia are all prohibited in the workplace.
- E. As a condition of employment/service with the State of West Virginia, independent contractors, volunteers, and employees shall:
  - 1. Abide by the terms of this policy;
  - 2. Notify their supervisor or department head of any criminal drug statute conviction for a violation occurring in the workplace, no later than 5 days after such conviction, and
  - 3. Sign the “Employee Drug Awareness Certification Form” or “Independent Contractor/Volunteer Drug Awareness Certification Form.”
- F. It shall be the responsibility of the Division of Personnel to establish a drug awareness program for independent contractors, volunteers, and State employees to provide training on the following:
  - 1. The Employee Referral Program;
  - 2. The dangers of alcohol use or drug abuse in the workplace;
  - 3. The establishment and maintenance of a drug- and alcohol-free workplace;
  - 4. The penalties for the use or possession of illegal drugs or alcohol in the workplace, and
  - 5. The availability of literature concerning the abuse of alcohol and/or drugs as well as treatment alternatives.
- G. It shall be the responsibility of each agency to:
  - 1. Maintain a copy of the Drug- and Alcohol-Free Workplace Policy in an accessible location and display its Poster in a central location.
  - 2. Include a copy of the policy in every orientation packet for new independent contractors, volunteers, and employees.
  - 3. Maintain the signed “Employee Drug Awareness Certification Form” in each employee’s agency personnel file or the signed “Independent Contractor/Volunteer Drug Awareness Certification Form” on file.
  - 4. Enforce the policy and take appropriate action against individuals who are convicted or violate the policy within 30 days from the date of the conviction or violation.
  - 5. Promptly deal with any possession, consumption, and/or distribution of alcohol, an illegal drug or controlled substance in the workplace, in accordance with legal and administrative disciplin-



# DRUG- AND ALCOHOL-FREE WORKPLACE

## POLICY

ary procedures. Supervisors should contact their respective agency personnel office or individual designated by the appointing authority for guidance. However, in emergency situations supervisors should first ensure the safety of others and then immediately contact 911, appropriate law enforcement officials, or agency security. Agencies in Kanawha county may also contact the Division of Protective Services at 558-9911 for assistance.

- a. Employees who are in violation of the provisions of the Drug-Free Workplace Act, or this policy, shall be subject to disciplinary action, up to and including dismissal, and may be required to participate in a drug rehabilitation program. Independent contractors and volunteers shall be subject to the termination of the service agreement.
  - b. State agencies who are independent contractors or grantees of federal contracts or grants amounting to at least \$25,000 are subject to suspension of payments and termination of the contract or grant for violations of any of the requirements of a drug-free workplace if they make a false initial certification, or if the number of drug-related convictions of employees indicates that the employer has not made a good faith effort to maintain a drug-free workplace.
6. Provide training to every employee, including supervisors and managers, concerning the Drug and Alcohol-Free Workplace Policy.

### IV. REFERENCES

- A. Drug-Free Workplace Act, 41 U.S.C. Sections 701-707.
- B. West Virginia Code § 60A-2-201 et seq. and applicable federal statutes.

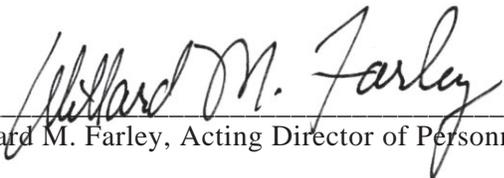
V. **EFFECTIVE DATE:** October 1, 1991.

### VI. REVISIONS

- A. Previous Revisions: January 16, 2003.
- B. Latest Revision: October 1, 2004.

VII. **POLICY NUMBER:** DOP-P2.

Approved and Issued By:

  
 Willard M. Farley, Acting Director of Personnel

Date Signed: October 1, 2004.



# DRUG- AND ALCOHOL-FREE WORKPLACE

POLICY

## EMPLOYEE DRUG AWARENESS CERTIFICATION FORM

I, \_\_\_\_\_, certify that I have received a copy of the West Virginia State Drug- and Alcohol-Free Workplace Policy.

I agree to abide by the terms of the policy and I am aware that with any violation of this policy, I will be subject to disciplinary action, up to and including dismissal. I may also be required to participate in a drug-abuse assistance or drug-rehabilitation program.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any violation of a criminal drug offense in the workplace, I must report this conviction to my supervisor and the appointing authority within five days of the conviction.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN THIS FORM TO YOUR IMMEDIATE SUPERVISOR**