



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Substance Abuse Policy

**Adopted Date: November 5, 1990**

**Revised Date: June 5, 1995**

It is the policy of the County of El Paso to maintain a workplace that is free of drugs and alcohol. Any unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is strictly prohibited and shall be grounds for disciplinary action up to and including immediate termination.

#### I. Substance Awareness Program

- A. The County of El Paso hereby establishes a Substance Abuse Awareness Program for the purpose of informing employees about the dangers of drug and alcohol abuse in the workplace, the County's policy to maintain a drug and alcohol free workplace. The program shall also inform employees about any available drug counseling, rehabilitation, and employee assistance programs.
- B. Pursuant to this program, all County employees shall at least once per year, attend a training session which includes training on the County's Substance Abuse Policy and information about any available drug counseling, rehabilitation, and employee assistance programs.
- C. In addition to the above, all County Supervisors shall, at least once per year, attend a supervisor training session which includes training on the County's Substance Abuse Policy and information about any available drug counseling, rehabilitation, and employee assistance programs. This supervisor training shall also train on how to detect and document job performance or work behavior that indicates substance or alcohol abuse and how to counsel employees and encourage voluntary referrals to treatment programs.

#### II. Prohibitions

- A. Employees are strictly prohibited from any unlawful manufacture, distribution, dispensation, possession, or use of marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine, LSD, or any other controlled substance in the workplace. For the purposes of this policy, "controlled substance" includes any substance listed in schedules I through V of section 812 of Title 21 (21 U.S.C. 812).
- B. Employees are prohibited from using or possessing illegal drugs, drug paraphernalia, as defined in Sec. 481.002, Health & Safety Code (V.T.C.A. 1990).
- C. Employees are prohibited from possession or use of alcoholic beverages in the workplace.
- D. Employees are prohibited from being under the influence of alcohol or controlled substance in the workplace or in a county vehicle.

#### III. Prescription Medication

- A. Nothing in this policy shall prohibit the possession or use of lawfully prescribed medication provided that the medication is in its original container and is prescribed for the employee.
- B. Employees are encouraged to notify their supervisor of use of medication which may alter the behavior or physical ability of the employee.

#### **IV. Federal Grant Employees**

- A. In the case of an employee directly engaged in the performance of work pursuant to the provision of a federal grant or contract, the following additional rules shall apply:
  - 1. Each such employee shall be given a copy of this Substance Abuse Policy.
  - 2. Each such employee shall be notified that as a condition of employment in such grant, the employee shall abide by the terms of the Substance Abuse Policy and shall notify the Chief Human Resources Officer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
  - 3. In the case of an employee directly engaged in the performance of work pursuant to the provisions of a federal grant or contract, the County shall, no later than ten (10) days after receiving notice of such conviction, inform the federal granting agency.

#### **V. Sanctions**

- A. The County recognizes the tragic effects that substance abuse or alcohol can have, it is committed to early identification and referral for professional medical treatment of substance abusers.
- B. The County does not waive any disciplinary procedures particularly if the employee does not first come forward voluntarily to management with his/her substance abuse problem.
- C. Any employee who violates the Substance Abuse Policy shall be subject to appropriate sanctions, up to and including immediate termination. As an alternative to, or in conjunction with traditional sanctions such as reprimands or suspension, the County may require that the employee participate in a drug abuse assistance or rehabilitation program.