

# NEW CASTLE COUNTY

## PERSONNEL POLICY

NUMBER 4.01

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DATE 05/01/01

**SUBJECT:** DRUG-FREE WORKPLACE ACT

**APPROVED:**



**OBJECTIVE:** To provide an overview of the Drug-Free Workplace Act of 1988.

**STATEMENT:** The problems associated with drug abuse in the workplace are many: absenteeism, disruptive behavior, impaired judgement, lowered productivity, just to name a few. New Castle County is required to maintain a healthy and productive work environment unimpaired by drug use; therefore, the County has taken a firm stand in response to this very serious problem by initiating steps to maintain a drug-free environment as described below:

- Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. It is the County's intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
- The unlawful manufacturing, distributing, dispensing, possessing, or using of a controlled substance while on County premises or while conducting County business off County premises is absolutely prohibited. Violations of this will result in disciplinary action, up to and including termination, and may have legal consequences.

Employees must, as a condition of employment, abide by the terms of the above statement and report any conviction under a criminal drug statute for violations occurring on or off County premises while conducting County business. A report of a conviction must be made to the employee's department general manager or row officer within five days after the conviction. In cases where the convicted employee is engaged in work pursuant to a federal contract or grant, the County must report the conviction to the federal agency from which the County receives the federal funds.

The above requirements are mandated by the Drug-Free Workplace Act of 1988.

**REQUIRED ACTION:** All employees are responsible for compliance with this policy.

Established: 04/14/89  
Revised: 05/01/01