

FLOYD COUNTY RESOLUTION 1994- V
A RESOLUTION AMENDING THE FLOYD COUNTY
PERSONNEL POLICIES

WHEREAS, drug and alcohol use is highly detrimental to the safety and productivity of employees in the work place: and

WHEREAS, failure to comply with the provisions of The Drug-Free Work Place Act of 1988 and the Indiana Drug-Free Workplace Executive Order No. 90-5 of 1990 could jeopardize the receipt by Floyd County of certain state and federal funds: and

WHEREAS, Floyd County is committed to the provision of a safe, efficient and productive work environment for all employees, and the Board of Commissioners of the County of Floyd is desirous of amending the Floyd County Personnel Policies to reflect rules and regulations pertaining to alcohol and drug use.

NOW THEREFORE, BE IT RESOLVED:

- (1). No employee may be under the influence of any illegal drug or alcohol while in the work place, while on duty, or while operating a vehicle or equipment owned or leased by Floyd County.
- (2) The unlawful manufacture, possession, distribution, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on premises owned or leased by Floyd County, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by Floyd County is strictly prohibited and may lead to disciplinary action, including suspension without pay or discharge.
- (3) While on official business or when an employee may be deemed a representative of the County, he or she must comply with this policy as a condition of employment. Should an employee be convicted of a drug-related crime that occurred in the workplace, he or she must notify the Board of Commissioners of the County of Floyd within five (5) days of the conviction. On receipt of such notification, the Board will notify the appropriate governmental agency within ten (10) days of the conviction, and as a result of the conviction, appropriate personnel actions, including possible discipline and/or required counseling or participation

in a drug abuse assistance or rehabilitation program may be undertaken.

- (4) Employees may use physician-prescribed medications, provided that the use of such drugs does not adversely affect job performance or the safety of the employee or others in the workplace. Employees may maintain prescription drugs on County premises when directed by the prescribing physician, and may maintain over-the-counter medication on an as-needed basis. Employees using or maintaining prescription drugs in the workplace will notify his or her supervisor of such fact.
- (5) Employees and job applicants may be asked to provide a body substance sample (e.g., blood or urine) to determine the illicit use of marijuana, cocaine, opiates, amphetamines, alcohol, barbiturates, or phencyclidine (PCP). Such testing may occur when workplace behavior indicates that an employee is under the influence of alcohol or drugs and such behavior is witnessed by at least one supervisor. Floyd County will endeavor to protect the confidentiality of all drug test results, and in cases where a positive result is confirmed, will consider available counseling or rehabilitation where appropriate.
- (6) Floyd County recognizes that employees may wish to seek professional assistance in overcoming drug or alcohol problems. Employees are invited to contact their supervisor for more information about the benefits potentially available under the employee medical benefit plan(s) and possible referral sources. Questions pertaining to this policy or its administration should be directed to the Board of Commissioners.

DULY ADOPTED, this 19 day of April, 1994.

BOARD OF COMMISSIONERS
OF THE COUNTY OF FLOYD

Larry R. Demason
MEMBER

William C. Buhart
MEMBER

Mary Lou Howard
MEMBER

ATTEST:

Beth A. Sharp
FLOYD COUNTY AUDITOR