

Iowa County, Iowa
Policy Manual

Title: Drug Free Workplace	Reference #: HR024
Section: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

It is Iowa County's desire to provide a drug-free, healthy, and safe workplace. Using or being under the influence of drugs or alcohol on the job poses serious safety and health risks. While on Iowa County premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. To help ensure a safe working environment, job applicants may be asked to take and pass a post job offer drug screen. To further ensure this safe working environment, any employee involved in a work related accident will be asked to take and pass a drug/alcohol test. Iowa County will also request an employee to take and pass a drug/alcohol drug test if there is reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Violations of this policy or a refusal to take a drug or alcohol test in a timely fashion may lead to disciplinary action, up to and including immediate termination of employment.

Additionally, Iowa County employees must comply with mandated testing as required in DOT guidelines as a condition of employment.

NOTICE TO EMPLOYEES

Iowa County is subject to the Drug-Free Workplace Act of 1988.

Iowa County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance by any employee in the work place is prohibited. (A "controlled substance" within the meaning of this statement means any controlled substance as defined in the Act.) Any violation of this prohibition will result in discipline up to and including discharge.

As required by federal law, it is a condition of continued employment that:

1. Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify their immediate department head of this fact no later than five days after such conviction. (A "conviction" means a finding of guilt-including a plea of "nolo contendere"- of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes.)
2. Each employee abides by the terms of this statement.

Federal law requires that the County notify the federal government of any convictions in violation of our policy.

Federal law further requires the County to impose sanctions-which may include discharge-for any violation of the provisions of this notice or policy.