

WESTCHESTER PUBLIC LIBRARY

DRUG-FREE WORKPLACE NOTICE

It is Library's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Library premises and while conducting business-related activities off Library premises, no employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Library policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Library any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Library Director of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

The Library will in turn, notify any appropriate Federal granting agencies of the conviction within ten calendar days of receiving said notice.

The Library will take appropriate action against said employee, up to and including termination, within 30 calendar days of receiving notice.