

APPROVED

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DRUG AND ALCOHOL FREE WORKPLACE POLICY

I. GENERAL

The Fairbanks North Star Borough is a drug and alcohol free workplace. All employees will abide by the terms of this policy as a condition of their employment. All employees will be required to sign a statement that they have received and will comply with this policy.

II. PURPOSE

The purpose of this policy is to maintain a workplace environment that is free from the effects of drug and alcohol.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees as a condition of employment.
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. The Fairbanks North Star Borough is committed to providing a safe work place for its employees that is free of the effects of substance abuse and is committed to employee health. The Borough expects all employees to report for work in condition to perform their duties. Since the Fairbanks North Star Borough is involved in public service, the community depends on careful attention by all employees. Such attention must not be affected by the use of drugs and/or alcohol.

The Borough expects all employees to report for work in condition to perform their duties. On-the-job involvement with drugs and/or alcohol is a violation of Borough Policy, State and Federal law. The Borough also recognizes employee off-the-job involvement with drugs and alcohol can have an impact on the work place and our ability to accomplish the goal of a safe, effective, drug and alcohol-free work environment.

- B. The unlawful manufacture, distribution, dispensing, possession, or use by an employee of a controlled substance as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 C.F.R. 1308.11 - 1308.15 is prohibited in any workplace of the Fairbanks North Star Borough. Employees are prohibited from consuming alcohol or being under the influence of alcohol while in paid work status.

V. PROCEDURE

- A. Use of controlled substances or alcohol in the workplace is considered a major offense.
- B. The Fairbanks North Star Borough will publish a statement to notify employees of this policy and to establish a drug-free awareness program to inform employees about:
 - 1. the dangers of drug abuse in the workplace;
 - 2. the Fairbanks North Star Borough's policy of maintaining a drug-free workplace;
 - 3. any available employee assistance programs;
 - 4. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Employees shall notify the Fairbanks North Star Borough of any criminal drug statute conviction for a violation occurring in the workplace no later than five working days after the conviction. Within 30 days of receiving the notice of conviction, the Fairbanks North Star Borough will take appropriate personnel action as prescribed by the FNSB Discipline Policy.

VI. SUPPLEMENTAL INFORMATION

- A. References –
 - 1. FNSB Discipline Policy 65.01
 - 2. 34 CFR, Part 85
 - 3. Section 202 of the Controlled Substances Act (21 U.S.C.812)
 - 4. 21 CFR 1308.11-15
- B. Definitions –
 - 1. Alcohol -- means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols. This could include abuse of medications containing alcohol.
 - 2. Controlled Substances – Controlled substances include cocaine, marijuana, opiates, amphetamines, and phencyclidine and any other substance determined by the U.S. Department of Transportation to be a controlled substance as referenced in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 C.F.R. 1308.11 - 1308.15.
- C. Attachments – None
- D. Revision History
Supersedes Policy No. Effective Dates
None. None.