

PLATTE CANYON WATER & SANITATION DISTRICT

Drug & Alcohol Policy

Effective Date: November 29, 2018

Platte Canyon Water & Sanitation District (the District) is committed to a safe, healthy, and productive work environment for all employees free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making.

Scope:

This policy applies to all employees of Platte Canyon Water and Sanitation District.

Statement of Policy:

To ensure a safe and productive environment, the District prohibits the use, sale, dispensation, manufacture, distribution, or possession of alcohol, drugs, or controlled substances on any District premises or work-site. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Controlled substances shall include all drugs listed in schedules I through V of Section 202 of the federal Controlled Substances Act. This prohibition includes District owned vehicles being used for District business or parked on District's property or personal vehicles being used for District business or parked on District property.

No employee shall report to work or be at work with any detectable amount of any illegal or prohibited drug or marijuana in their system. No employee shall report to work or be at work while having an alcohol concentration of .02 or greater grams of alcohol per 210 liters of breath.

Employee shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the employee's ability to safely perform the employee's job duties. If the answer from the medical professional is yes, the employee shall obtain a statement from the medical professional indicating any work restrictions and their duration. The employee shall present that statement to his or her supervisor prior to going on duty.

Illegal use of drugs off duty and off-District premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public, and our customers, in the District's ability to meet its responsibilities.

Employee Testing Provisions:

Testing is an important element in the District's efforts to ensure a safe and productive work environment.

Testing of District employees who, as a condition of employment, possess a valid Colorado Commercial Driver's License is covered under the District's Alcohol and Drug Policy in Compliance with the Federal Omnibus Transportation Employee Testing Act.

Reasonable Suspicion Testing:

All employees will be subjected to the following Reasonable Suspicion Testing.

Any employee may be asked to submit to tests for alcohol and/or illegal drugs when the employee is reasonably suspected of being impaired in the performance of his or her job. Reasonable suspicion testing may result from one of the following examples, but is not limited to the following:

- a. Specific, personal and articulable observations concerning the appearance, behavior, speech or performance of the employee; or
- b. Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or
- c. Other physical, circumstantial, or contemporaneous indicators of impairment.

When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager will arrange to transport the employee to the collection site, and will arrange for the employee's transport home.

The employee will continue in a paid status pending the receipt of drug testing results by the District.

Return to Duty/Follow-up Testing

If the District elects to allow an employee to return to work following a positive test result, it is mandatory that the employee must first pass a drug test and subsequently submit to a program of unannounced testing for a period of not more than twelve (12) months from the date of return to duty.

Consequences of Violation under Company Policy:

Employees who test positive for drugs or alcohol are in violation of this policy. An employee who tests positive for marijuana is in violation of the District's drug policy, even if the employee is exempt from criminal prosecution under Colorado's medical marijuana laws or is using marijuana recreationally in conformity with Colorado's Amendment 64.

Be advised that a positive drug test for marijuana constitutes a violation of the District's drug and alcohol policy and may lead to your termination. For more information, speak with the District Manager or his/her designee.

The District may conduct unannounced inspections for violations of this policy in the workplace, work-site, or District premises. Employees are expected to cooperate in any inspection.

Any violation of this policy will result in disciplinary action which may include termination for the first offense.

Refusal to submit to a test may result in disciplinary action, up to and including termination.

Treatment:

The District supports sound drug and alcohol abuse treatment efforts. When practical, the District will assist employees in overcoming drug, alcohol, and other problems which may affect employee job performance, as long as this policy has not already been violated. Information regarding availability of treatment resources and possible insurance coverage is available from the District manager.

At Will Employment:

Nothing in this policy is to be construed to prohibit Platte Canyon Water and Sanitation District from maintaining a safe and secure work environment or to limit its right to impose disciplinary actions as it may deem appropriate for reasons of misconduct or poor performance, regardless of whether the misconduct or poor performance arises out of the use of alcohol or drugs. Such disciplinary actions may include termination of employment