

DRUG AND ALCOHOL USE

SCHRA ensures the health and safety of others in accordance with the Drug Free Workplace Act of 1988. Accordingly, the unlawful manufacture, distribution, dispensing, possession, use, and being under the influence of a controlled substance (which could include prescription drugs), including cannabis and alcohol, is prohibited in the workplace.

SCHRA maintains a drug and alcohol free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace.
- b. SCHRA's policy of maintaining a drug-free workplace.
- c. Availability of an Employee Assistance Program (EAP).

Please be aware:

1. Employees are required to notify the immediate supervisor, Human Resource Director and Executive Director of any criminal conviction under a drug or alcohol statute for a violation occurring in the workplace no later than five days after such conviction.
2. Employees who have a problem with the use of controlled substances are encouraged to seek professional advice and assistance. One source of assistance may be a drug rehabilitation program acquired through health insurance provider or an Employee Assistance Program. Participation in the rehabilitation program is confidential and is encouraged by SCHRA; however, it does not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.
3. An employee with a drug or alcohol problem that has not resulted in, and is not the immediate subject of the requirement to take a drug test or disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program under any legitimately recognized and licensed program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all policies, rules, and prohibitions relating to conduct in the workplace; and such leave will not cause SCHRA undue hardship.
4. The legal use of controlled substances prescribed by a licensed medical physician is permitted and is not considered a violation of this policy as long as it does not impair the employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger persons involved at SCHRA. Employees are encouraged to volunteer this information to their immediate supervisor to ensure that all health and safety precautions are taken for all persons involved.

5. SCHRA has the right to require blood and/or urine samples in any of the following situations:
 - a. All candidates for employment may be required to submit blood and/or urine samples as a condition subsequent to an employment offer. This testing is done at the same time and in conjunction with the employment physical examination, if required. In the event that the drug test is positive, the employment offer is immediately rescinded for reconsideration.
 - b. Each prospective employee is informed of the drug-free workplace policy at the time of the interview and again at the time of the employment offer.
 - c. A current employee involved in any accident involving injury or Agency property damage at the work site or while on duty, occurring under circumstances indicating the employee's use of drugs or alcohol may have caused or contributed to the accident.
 - d. SCHRA has reasonable suspicion that an employee's behavior is being influenced by one or more illegal drugs, alcohol, or misuse of a controlled substance.
6. Employees refusing to submit to a test or testing positive for drugs or alcohol are subject to disciplinary action up to and including termination. SCHRA determines, on a case-by-case basis, whether first-time offenders are allowed to seek counseling/rehabilitation as an alternative to termination.
7. Any employee testing positive has the right to appeal the results and have the original sample retested at his/her own expense. If the test again indicates a positive result, SCHRA may take disciplinary action up to and including immediate termination.
8. Any employees in violation of this policy are subject to disciplinary action, up to and including termination and/or legal action as appropriate.
9. Certain departments (ex., Transportation) may have different requirements from those set out above.