

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject:	Number: 13-41
DRUG FREE WORKPLACE	Effective Date: March 16, 2010
Department(s) Affected: All Departments	Supersedes: 13-29 Dated 3/18/99
Authority: Section 2.12.010 Chico Municipal Code; Anti-Drug Abuse Act of 1988	File Reference: D-13-56
	Approved:

I. PURPOSE

To implement the provisions of the Federal Anti-Drug Abuse Act of 1988 and to define the policy and procedures which will establish the City as a Drug Free workplace.

II. POLICY

It is the policy of the City that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. The penalty for violation of such prohibition shall include the initiation of appropriate personnel action against the employee, up to and including termination of employment and notification of Federal agencies from which funds are received of criminal drug convictions as required in the Anti-Drug Abuse Act of 1988.

III. PROCEDURE

- A. The City has previously published a statement notifying all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.
- B. A drug free awareness program to inform employees about the dangers of drug abuse in the workplace and about any available drug counseling, rehabilitation and employee assistance programs, and about the penalties that may be imposed upon employees for drug abuse violations, shall be provided to all employees at the time of hire.
- C. Employees are required to notify the City Human Resources & Risk Management Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Human Resources & Risk Management Director shall notify all Federal agencies from which funds are received of such convictions within ten (10) days of receiving notice from the employee or otherwise receiving actual notice of the conviction.

Once notified of a conviction, the City will take appropriate personnel action against the employee, up to and including termination of employment or require the employee to participate satisfactorily in a drug abuse assistance program or rehabilitation program approved for such a purpose by a Federal, State or local health law enforcement or other appropriate agency, at the employee's own expense and on the employee's time.

- D. All new employees, both permanent and hourly exempt, will be provided a written notice (Exhibit "2") of the prohibition of drug manufacture, distribution, dispensing, possession or use on any City of Chico premises and of their responsibility to report conviction for any criminal drug statute that occurs on City of Chico work sites, and the penalties and consequences for such a conviction. They will also be provided a written statement that informs employees of the dangers of drug abuse in the workplace and about available drug counseling and rehabilitation resources (Exhibit A).

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**CITY OF CHICO - HUMAN RESOURCES & RISK MANAGEMENT OFFICE
DRUG FREE AWARENESS STATEMENT**

I. Dangers of Drug Abuse in the Workplace.

The offices and facilities of the City of Chico have been designated as drug free workplaces. Drugs on the worksite have a serious impact on everyone. Involvement with drugs on and off duty can hinder job performance, and compromises the safety of the employee, co-workers and the public. Because drugs affect a person's ability to reason and to physically react to situations, an employee under the influence cannot contribute 100% of their talents and skills to their job.

No one can function normally under the influence of drugs. Even though you may believe that you can do your job just as well, maybe even better, under the influence, it just is not true. You have to be able to think to work, and perceptions of reality are distorted by drugs. Unfortunately, it may not be the drug user who recognizes the problem first. More likely the individual's family will notice it because they will be obliged to call in sick for him or her. Co-workers will notice when they may feel forced to cover for the drug abusing employee. Supervisors will notice as they evaluate the users' work, and give poor performance evaluations, which may preclude the user from being considered for promotions.

Chronic substance abuse during off duty hours also directly effects an employee's work performance. Every time a drug is swallowed, smoked or injected it has side effects in addition to the desired result. Frequently these side effects include weight loss due to malnutrition, drowsiness, irritability, radical mood swings, and distorted perceptions of time and space. The effects of drug use will harm the users good standing as an employee because of the abuser misses work, cannot interact successfully with co-workers, and is not productive.

It is a simple fact that you have to be at work to be productive. Studies have shown that employees with drug abuse problems are three times more likely to be late for work, and twice as likely to request to leave early. A substance abuser is sixteen times more likely to be absent from work. The average drug user will use three time the normal level of sick leave which further lowers the employee's productivity. The costs of employee benefits for the City also rises because of irresponsible drug use.

In addition to the losses caused by poor attendance, an employee arriving at work under the influence of drugs is a danger to him or herself, co-workers and the public. A person under the influence is not able to safely operate machinery or vehicles. Drug users are over three and a half times more likely to be involved in an accident. In 1983, a survey found that nationally over 10 million injuries were directly attributed to substance abuse, and of these, 2 million were disabling and 18,000 resulted in death.

II. Drug Counseling, Rehabilitation and Assistance Programs.

Employees who think they may have a drug problem are urged to voluntarily seek assistance. The City will be supportive of those who seek help. However, it will be equally firm in identifying and disciplining those who continue to be substance abusers. The City's current health insurance coverage will pay a portion of the cost for doctor-supervised treatments, but pre-admission review is likely required.

The following agencies and practitioners provide treatment in this area:

Drug Abuse Treatment Center (24 Hours)	(800)259-7115
Alcohol Treatment Center (24 Hours)	(800)260-4014
Chico Recovery Center (Chico)	(530)343-6566
Bondage Breaker Recovery (Red Bluff)	(530)529-0634
Narcotics Anonymous (Paradise)	(530)877-6361
Tri County Treatment (Oroville)	(530)533-5272

III. Penalties for Drug Abuse Violations in the Workplace.

The City's rules prohibit the use of any controlled substance on any City of Chico premises, jobsite or workplace. Violation of this prohibition will result in disciplinary action being taken, up to and including termination of employment. You also will be reported to the appropriate legal authorities and made subject to arrest.