

TOWN OF MANCHESTER, CONNECTICUT POLICY ON DRUG AND ALCOHOL ABUSE

The Town of Manchester's Policy on Drug and Alcohol Abuse is designed to provide for a work environment free of drug and alcohol use and to help employees with substance abuse problems. The policy, developed after careful review of the latest medical information, the policies and experiences of other employers, and the legal considerations, is as follows:

1. The use, manufacture, sale, possession, dispensing or distribution of illegal substances or the abuse of legal drugs and/or use of alcohol while at work is prohibited.
2. Alcohol may not be brought to, nor consumed on any Town property, including Town vehicles, unless specifically authorized by the General Manager. Safety sensitive employees are prohibited from the use of amphetamines, cocaine, marijuana, opiates and phencyclidine at any time on or off the job and must not consume alcohol while available to perform a safety sensitive function, four hours prior to being scheduled to perform safety sensitive functions, while in the process of performing a safety sensitive function, immediately after performing a safety sensitive function, and up to eight hours following an accident or until the Safety Sensitive Individual undergoes a post-accident alcohol test, whichever occurs first.
3. The Town, upon initial notice of a drug/alcohol abuse problem will normally offer assistance to the employee for the treatment of such problem through one of our Employee Assistance Programs. We encourage employees with a substance abuse problem to avail themselves of this help before disciplinary action becomes necessary. Employees, who successfully complete a rehabilitation program, who remain substance-free, and who have violated no other Town policies, will not place their employment in jeopardy. Employees who are in recovery are expected to maintain satisfactory job performance and remain committed to a rehabilitation plan. Nothing herein prevents the Town from immediately terminating an employee based on the severity of the incident.
4. Because our purpose is to serve the residents of the Town, it is essential that all employees report to work in the best possible physical condition. Being under the influence of alcohol or drugs while at work is strictly prohibited.
5. Criminal arrest for drug-related offenses occurring during non-working hours, in general, will not constitute grounds for termination unless the offense is confirmed by criminal conviction. However, arrest may be grounds for other appropriate action, including but not limited to, temporary transfer and/or enrollment in a Town-approved drug treatment program.
6. The legal use of prescribed drugs is permitted on the job if such use does not impair the employee's ability to work safely and does not endanger other employees. Employees must keep all prescribed medicine in the original container which identifies the drug, date of prescription, dosage and prescribing physician and must notify the Town's Health Department of the nature of the prescribed drug and any limitation associated with its usage.
(over)
7. As provided under Connecticut General Statutes, all Town employees are included in "reasonable suspicion" drug and alcohol testing. In addition, pre-employment drug and alcohol

testing is part of the standard hiring procedure for all employees. No one shall be hired who tests positive. Safety sensitive employees shall comply with all testing procedures as mandated by U.S. Department of Transportation regulations.

8. Under normal circumstances, the first positive alcohol and/or drug test will not result in termination of a safety sensitive or other employee. The Town of Manchester reserves the right, however, to make a determination in a case-by-case basis in post-accident situations.
9. The Town will pay for pre-employment, random selection, post accident, reasonable suspicion and a first return to duty test. Employees will pay for subsequent return to duty tests, follow-up tests, and split specimen re-tests.
10. It shall be the responsibility of every employee who drives any Town of Manchester vehicle or equipment to notify his or her supervisor immediately upon the suspension or loss of a driver's license resulting from an incident on or off the job.
11. Safety sensitive employees covered by Department of Transportation regulations will not be subject to random selection drug and alcohol testing when called back to work. Reasonable suspicion and post accident testing will still apply in "call back" situations. A safety sensitive employee who self publishes an impairment in a call back situation will be referred to a substance abuse professional on the first occasion. The second time a safety sensitive individual indicates impairment, the individual will be considered to have had a positive test result and will adhere to all procedures required following a positive test. A third self-disclosure will result in termination.

Violation of any of these policies, or refusing to participate in any aspect of the program as outlined, may lead to disciplinary action, up to and including termination.