

EMPLOYEE AND VOLUNTEER ALCOHOL AND DRUG POLICY

Douglas County Libraries (the "Library") adheres to a strict Alcohol and Drug Policy for all employees and volunteers.

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on Library premises or while conducting Library business is prohibited. Employees' compliance with this requirement is a condition of continued employment. Volunteers' compliance with this policy is also required. Violation of this requirement for employees may result in disciplinary action, up to and including termination.

If a supervisor has a reasonable suspicion as a result of observable behaviors that an employee is under the influence of drugs or alcohol while at work, or if an employee is involved in a Library-owned motor vehicle accident or an accident while on Library business, the employee may be asked to submit to an appropriate test for substance abuse. Both a positive test and a refusal to submit to such a test may result in disciplinary action, up to and including dismissal.

Per the Alcohol (Social Use) Policy, the serving of alcoholic beverages on Library premises is permitted as defined in that policy.

At other times, employees and volunteers may be in a social, job-related situation where alcoholic beverages are available or supplied, such as at conferences or dinner meetings. In these situations, the Library's Alcohol and Drug Policy procedures are modified to allow consumption of such beverages as long as the level of consumption is consistent with safe and professional performance of the employee's duties.