

<i>DRUG -FREE WORKPLACE</i>	POLICY	
	Document Number:	AS-RM-PL-0416
	Version Number:	03

1.0 Purpose:

To comply with the requirements of the Federal Drug Free Workplace regulations and to ensure a workplace that is free from illegal drug activity of any kind.

2.0 Scope:

This policy applies to all VTA employees.

3.0 Responsibilities and Procedure:

3.1 Supervisors:

Any supervisor who directly observes an employee who is demonstrating behavior patterns that appear to be related to illegal drug activity should report the observed behavior to the employee's manager.

3.2 All VTA Employees:

An employee convicted of a criminal drug offense, which occurred in or is related to the workplace, must notify either his or her supervisor or the Substance Abuse Control Program manager within five (5) days after the conviction.

3.3 Substance Abuse Control Program Manager:

The Substance Abuse Control Program Manager is responsible for notifying the Authority's legal counsel who will then ensure that Federal agencies, with whom the Authority has contracts, are notified of any convictions of an Authority employee for a criminal drug offense which occurred in or is related to the workplace within ten (10) days after the Authority learns of the conviction.

3.4 The Authority may elect to follow either or both of the following procedures in dealing with a convicted employee depending on the circumstances involved:

1. Require the employee to satisfactorily complete a drug rehabilitation program.
2. Initiate disciplinary proceedings up to and including discharge with advice from legal counsel.

If an employee's work performance becomes disrupted for reasons suspected to be linked to illegal drug activity, the employee, his or her possessions, and Authority issued equipment and containers under his or her control may be subject to search and surveillance.

4.0 Policy:

It is the policy of the Authority to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs, (controlled substances) in the workplace. This prohibition

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also covers the use of all legal or prescription drugs that impair an employee's ability to perform his or her job safely or properly.

The Authority maintains routine communication of this policy to all employees in addition to informing employees of the dangers of drug abuse in the workplace. Employees in need of counseling or other related assistance will be provided with referrals to the Substance Abuse Professional or the Employee Assistance Program.

Employees will be subject to disciplinary action up to and including discharge for violation of this policy.

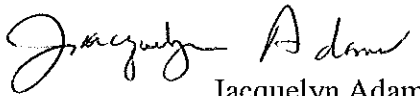
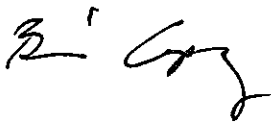
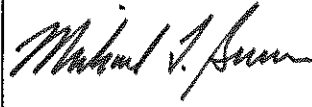
5.0 Definitions:

N/A.

6.0 Summary of Changes:

This Policy was updated to the new format on November 12, 2012 and it replaces Policy No. 416 – Drug-Free Workplace Policy.

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Jacquelyn Adams Substance Abuse Control Program Manager	 Bill Lopez Chief Administrative Officer	 Michael T. Burns General Manager

11/27/12
Date Signed