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Maryville Public Library Policy

Section C: PERSONNEL

Subject 202: Drug & Alcohol-Free Workplace
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Adopted: March 2020

Drug & Alcohol-Free Workplace Policy

The Maryville Public Library (MPL) is committed to ensure that its employees are free from impairments due to drug and alcohol use. It is also the policy of MPL to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991, in order to provide safe, dependable, and economical services to the citizens of the Maryville and to provide safe working conditions for its employees.

To meet these goals, Maryville Public Library prohibits the unlawful manufacture, distribution, dispensing, possession or use of alcohol and controlled substances on its property.

No employee may unlawfully manufacture, distribute, dispense, possess, or use any illegal drug or controlled substance in the workplace, to include possession of drug paraphernalia. "Controlled Substances" are those set forth in Schedules I through V of Section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 USC 812).

MPL recognizes that early recognition and treatment of chemical dependency problems are important for successful rehabilitation, employee job performance, and reduced personal, family, and social disruption. MPL supports sound treatment efforts. MPL encourages its employees to seek assistance for drug and/or alcohol problems. Information on resources for drug and alcohol counseling, rehabilitation and eligible employee assistance programs will be made available upon request. An employee's job will not be jeopardized for conscientiously seeking assistance for drug and/or alcohol problems.

MPL prohibits on-duty employees to use or be under the influence of alcohol, legal drugs, or controlled substances to the extent that an employee's work performance or fitness for duty is adversely affected. Prescription drugs are also prohibited if the safety of the employee or others may be affected or job performance is affected and reasonable accommodation, if required, does not remedy the danger or performance issues.

Any violation of this policy is considered misconduct and may result in immediate suspension or termination of employment.

EMPLOYEE NOTIFICATION OF POLICY:

I have read and understand that abiding by the terms of this policy statement is a condition of employment by Maryville Public Library and violation of this policy may be grounds for disciplinary measures up to and including immediate discharge or termination of employment.

Employee signature

Date

A COPY OF THIS ACKNOWLEDGEMENT WILL BE RETAINED IN THE EMPLOYEE'S PERSONNEL FILE