

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.04	Pages: 1 of 2
Chapter: General Procedures		Effective Date: August 11, 1994
Subject: Drug Free Workplace		

I. POLICY:

Cumberland County Government shall continually strive to provide a safe work environment so that quality services and employee safety will not be compromised. Therefore, it is prohibited to unlawfully manufacture, distribute, dispense, possess or use a controlled dangerous substance. Cumberland County shall comply with the Federal Drug-Free Workplace Act.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. The County Department of Personnel and Human Resources shall:

1. Provide a statement to notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace.
2. Advise employees of any available counseling and/or rehabilitation programs.
3. Inform employees of the penalties that may be imposed for violations of this policy.

B. To protect the safety of the individual, staff and service recipients, every employee has the obligation to report the fact that an individual may be in violation of this policy. Department heads shall advise their staff that violations must be reported to them. All reports shall be handled confidentially and the Director of Personnel and Human Resources shall be notified.

C. Employees who violate this policy shall be subject to appropriate disciplinary action which may include termination of employment.

D. Department heads shall provide employees directly engaged in performance of a government contract with a statement where they agree to:

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1. Abide by the terms of the statement; and
2. To notify the employer of any drug related criminal conviction for a “violation occurring in the workplace” within 5 days.

Department heads shall require that employees sign the statement. Statements shall be maintained on file.

- E. Once a department head is notified or becomes aware of a workplace related drug conviction, he/she must notify the contracting agency within 10 days.