

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 105-16

**Eff. 7/2/13
Rev. 2/18/14**

**DRUG/ALCOHOL FREE
WORKPLACE POLICY**

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The manufacturing, use, possession, sale, offer to buy or sell, transfer, purchase or condition of being under the influence of alcoholic beverages, other intoxicants or illegal substances by employees at any time on Grand Forks County's premises or while on county business is strictly prohibited and will result in immediate termination. For purposes of this policy, "illegal substances" include but are not limited to prescriptions which have not been lawfully prescribed for the employee using them. Employees must not report for duty or otherwise be on or use county property while under the influence of, or having in their possession, any alcoholic beverage, other intoxicant or illegal substance.

No safety sensitive employee either an employee or a contract driver with Grand Forks County shall be on duty if the employee uses, or tests positive for, any controlled substance including alcohol. Any employee testing positive for alcohol at a level of .02% but below .04%, will be considered medically unfit to work. The employee will be suspended without pay, until such time as they undergo a return to duty test. The results of the test must be below .02% and for a period of not less than twenty-four hours. Any employee testing positive for the specific agents described below or alcohol at a level of .04% or above will be considered to have medically failed the test and be medically unfit to work.

If an employee is using any medications prescribed by a doctor or purchased over the counter that may adversely impact their ability to do their job, that employee should inform their supervisor of the use of that medication. The supervisor may reassign the employee, modify the employee's job to ensure the safety of the employee, coworkers, and the public, or relieve the employee of their duties until such time the medication no longer affects their performance.

Employees unable to control their use of alcohol or illegal substances are encouraged to seek assistance voluntarily before the usage affects their job performance or the job safety of themselves or others. Employees should bring suspected issues relating to or involving drug and/or alcohol use or possession to the attention of their Department Manager immediately. It is the Department Manager's duty to take appropriate steps to address the situation.

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Grand Forks County offers an Employee Assistance Program with Live Well Solutions. Employees can contact Live Well Solutions at customerservice@livewellworklife.com or by calling 866-831-2181.

Employees may be required to submit to a drug and alcohol test following the report of any on-the-job accident or injury in which they are involved. Employees may be tested for on-the-job illegal drug and/or alcohol use if a reasonable suspicion exists that the employee is under the influence of or in possession of such substances while at work. Employees may be required to submit to follow-up drug and/or alcohol testing as part of a drug or alcohol abuse treatment program.

Alcohol testing may be accomplished by appropriate county law enforcement officials who are knowledgeable of breathalyzer equipment. Drug testing will be through a certified lab approved by the County Commission. Law enforcement officials will be contacted to conduct appropriate testing or possible investigation.