



TOWN OF MILLIS

DRUG FREE WORKPLACE

- A. It is the policy of the Town of Millis to provide a drug-free workplace for all of its employees in accordance with the provisions of the United States Drug-Free Workplace Act of 1988 (PL 100-690 or 41 U.S.C.S. 701-707).
- B. Accordingly, the Town hereby notifies every employee that the manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited when employed by the Town.
- C. Violation of this policy shall result in a disciplinary action, including, but not limited to, suspension and/or termination.
- D. The purpose of establishing a drug-free workplace is to inform Town employees about:
1. the serious danger of drug abuse in the workplace.
 2. the Town's policy of maintaining a drug-free workplace.
 3. the availability of drug counseling, rehabilitation, and employee assistance programs; and
 4. the consequences of employee drug use in the workplace.
- E. The Town establishes, as a condition of employment, that each employee must abide by the drug-free workplace policy and that each employee must notify his or her supervisor within five (5) days of any conviction for violation of any federal or state criminal drug law occurring in the workplace.
- F. Employees who are taking prescription narcotic medications authorized by a physician are required to inform their supervisor of such and submit a physician's note authorizing the employee to work and perform essential functions, such as drive and operate equipment.
- G. The Town shall notify the appropriate federal agency within ten (10) days of receiving notice of a violation of statute and shall have up to thirty (30) days, from the time of notification by the employee of a conviction for a workplace offense, to take appropriate personnel action up to and including discharge.
- H. The Town may require the employee to participate in an approved drug abuse assistance rehabilitation program.
- I. All employees will be given a copy of this policy to retain and review.
- J. The Town of Millis will make a good faith effort to maintain a drug-free workplace through implementation of this policy statement.

K. Employees having any questions in regard to this policy are invited to contact their supervisor to discuss their concerns.

(Located on page 43 of the Town of Millis Personnel Plan)