

Northwest Workforce Council

POLICY AND PROCEDURES DIRECTIVE

EFFECTIVE DATE: July 1, 2000

SUBJECT: Drug-Free Workplace

REFERENCE: WIA 01-25

Background: In September 1986, recognizing that illegal drug use was seriously affecting a segment of the national workforce, President Reagan signed Executive Order 12564, mandating that all federal agencies be drug-free. Additionally, Congress enacted the Drug-Free Workplace Act in 1988, which requires that specified recipients of federal funds or a federal contract valued at \$25,000 or more comply with the provisions of this Act. The Act requires that NWC provide a drug-free workplace by establishing an ongoing drug-free awareness program to inform employees about the dangers of drug abuse in the workplace.

NWC Policy:

- 1) As a condition of employment, employees are prohibited from unlawful possession, use, manufacture, distribution, or dispensation of controlled substances on NWC leased or owned premises, in NWC vehicles and in private vehicles while on NWC business.
- 2) For employees who violate this prohibition, NWC will take appropriate personnel action, up to and including immediate suspension and/or dismissal.
- 3) If convicted of a criminal drug offense that occurred at the NWC workplace, employees are required to notify NWC within five calendar days after the conviction.
- 4) NWC may be required to report a conviction to the federal government no more than ten days after it is reported to NWC managers.
- 5) Refer to NWC's medical insurance policy for any available drug counseling, rehabilitation and/or employee assistance programs.