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| Policy Name: III.37 Employee Drug and Alcohol Policy | Section: III Human Resources | Programs: All |
| | Standard/Area: F 4 Workforce Development and Management | Review Date: 8.20.25 |
| File: P Drive III.37 Employee Drug and Alcohol Polic.doc | Effective Date: 8/25 (moved from Employee Handbook) | Revision Date: |

Section I: Intent

MVCS is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Agency to maintain a drug and alcohol-free workplace.

Section II: Policy

Being under the influence of alcohol, illegal drugs (as classified under federal, state or local laws) or other impairing substances while on the job may pose a serious health and safety risk to employees and will not be tolerated. The Agency expressly prohibits employees from engaging in the following activities when they are on duty or conducting Agency business or on Agency premises (whether or not they are working):

- The use, abuse or being under the influence of alcohol, illegal drugs or other impairing substances.
- The possession, sale, purchase, transfer or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual or drug-related paraphernalia; and
- The illegal use or abuse of prescription drugs.

Section III: Procedures

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. Employees may not consume or be under the influence of marijuana while on duty or at work.

If an employee is lawfully taking a medication (including a prescribed medication, home remedy or over-the-counter medication) that may interfere with their ability to safely and effectively perform any aspect of their job, the employee must inform their Division Director or Supervisor before undertaking any work activities.

An employee who observes any behavior that would constitute a violation of this policy should report it to their Division Director or Supervisor.

Violation of this policy generally will result in disciplinary action, up to and including termination.



Employees suffering from addiction may request reasonable accommodations, such as time off for treatment. If an employee has a drug or alcohol problem, the Agency urges the employee to report the matter to Human Resources before work-related problems occur. Employees who lawfully use medication, including medical marijuana, to treat a medical condition may also request reasonable accommodations.

Section IV: Distribution and Training

The Policy and associated attachments are distributed on the MVCS shared Drive (P) and also on the Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Operating Officer.

Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources