

COUNTY OF SANTA CRUZ

DRUG-FREE WORKPLACE POLICY

The County of Santa Cruz recognizes that drugs in the workplace can create health and safety problems for all employees and must be addressed. Therefore, it is the policy of the County of Santa Cruz that:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.
2. Each County employee will receive a copy of this policy.
3. Each County employee will be notified that as a condition of employment the employee is required to:
 - a) Abide by the County's Drug-Free Workplace policy; and
 - b) Notify the County in writing of any criminal drug statute conviction (including a plea of nolo contendere) for a violation that occurred in the workplace, no later than 5 calendar days after such a conviction.
4. The county will take one of the following actions within 30 calendar days of receiving notice of the conviction:
 - a) Take appropriate disciplinary action against the employee consistent with the Civil Service Rules; and/or
 - b) Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a Federal, state or local health or law enforcement agency. Upon successful completion of this program, the employee may be entitled to return to County employment.
5. Through the Santa Cruz County Training Task Force, the County conducts drug abuse awareness programs that inform employees about the dangers of drug abuse in the workplace, the availability of drug counseling and rehabilitation programs, the County's policy of maintaining a drug-free workplace, and the disciplinary actions that may be taken for violations.
6. Through the employee assistance program (EAP) for County employees, the County provides substance abuse counseling services. Health plans offered to employees through the County provide substance abuse treatment programs.
7. For programs established under a federal grant, the County agrees to abide by the requirements of the Drug-Free Workplace Act of 1988.