

## **OSCODA COUNTY DISTRICT LIBRARY CONTROLLED SUBSTANCE POLICY**

It is the policy of the Oscoda County District Library, hereafter referred to as Library, to maintain a working environment that is safe for our employees and patrons and which is conducive to high work standards. This policy restricts certain items and substances from being brought onto or from being present on Library premises, prohibits Library employees and others working on Library premises from reporting for work or from working with detectable levels of certain drugs and other substances and prohibits the unauthorized possession of Library property or equipment by employees or others.

Therefore, the Library has established the following:

1. Random drug and alcohol testing can be requested by the Oscoda County District Library Board, hereafter referred to as the Board at any time during employment.
2. It is a violation of Library policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job, or on the premises, including the parking lot.
3. It is a violation of Library policy for anyone to report to work while impaired by or under the influence of illegal drugs or alcohol.
4. "Illegal drugs" include any controlled or illegal substance, other than a drug prescribed by a physician.
5. Violations of this policy are subject to disciplinary action up to and including termination.

### Library Premises

The term Library Premises as used in this policy includes Library offices, work locations, desks, break areas, restroom and any vessel or vehicle engaged in Library operation.

### Prohibited Items and Substances

The items and substances covered by this policy include illegal drugs or other mind controlling substances, alcoholic beverages, "look alike" substances, medical marijuana, inhalants, prescription drugs or "over the counter" medications (except as noted below) and equipment, paraphernalia or literature related to illegal drug or substance abuse.

Employees may maintain on Library premises prescription drugs and "over the counter" medications provided the drugs have been prescribed by a doctor for the person in possession of the drugs. Prescription drugs shall be kept in original container.

### Enforcement of this Policy

The Library solicits every employee to voluntarily comply with this policy for his/her own safety, for the safety of other employees and workers and for the good of the Library. If it

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should become necessary, the following steps will be taken:

1. Reasonable searches of Library premises and employees and others on the premises, including personal effects and vehicles of such persons;
2. Urine drug screen tests;
3. Confiscation of prohibited items and substances.

### Employees Found in Violation of Policy

Any employee found in possession of any of the items or substances prohibited by this policy shall be removed from the Library premises and shall be subject to disciplinary action, including dismissal. Any employee who, as a result of testing, is found to have identifiable traces of a prohibitive drug or substance in his/her system, regardless of when or where the drug or substance entered the employee's system, will be considered in violation of this policy, will be removed from Library premises, and will be subject to disciplinary action, including dismissal.

### Refusal to Comply with Search or Investigation

Any employee who refuses to comply with a search or investigation as described in this policy will be subject to removal from Library premises and to disciplinary action, including dismissal.

### Reporting to Work Under Influence of Prohibited Drug or Substance

Any employee who reports to work under the influence or having identifiable traces of any prohibited drug or substance in his/her system will be subject to removal from Library premises and to disciplinary action, including dismissal.

### Vendor Service Employees and Third Parties

Any vendor service employees or other third parties on Library premises will be subject to this policy. Any such individual found in violation of this policy will be subject to removal from the premises.