

LCCS POLICY 422

Drug Free Workplace

Original Issue Date:	5/1/1991
Revision Dates:	12/01/1998, 12/17/2020
Revision Number:	2
Current Effective Date:	12/17/2020
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All LCCS Employees
Responsibility:	All LCCS Employees
Purpose:	To provide a drug free workplace
Legal Cite:	Drug-Free Workplace Act of 1988, 21 U.S.C. § 812; O.R.C. §3719.01

POLICY STATEMENT

LCCS prohibits the manufacture, possession, use, distribution, dispensing or being under the influence of alcohol or any controlled substance by any employee at any time while on duty. The standard of conduct required by this policy is mandatory.

PROCEDURE

Any employee who violates the provisions of this policy shall be subject to disciplinary action in accordance with state guidelines, federal law, state law and the terms of applicable collective bargaining agreements. Discipline may include, but is not limited to, termination of employment, suspension, reduction in pay or position, , required successful completion of an appropriate drug abuse or rehabilitation program and/or referral of the matter for criminal prosecution. Unless there are sufficient mitigating circumstances, the usual discipline will be termination from employment.

Every two years there will be a review of this policy to determine its effectiveness and uniform enforcement.

Current information about drug and/or alcohol counseling and/or rehabilitation and/or re-entry programs is maintained by and can be obtained from the Human Resources Division.

This policy will be reviewed with all staff/employees every six months.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Policy 320 (Investigative and Administrative Procedure where an LCCS Employee is a Principal of a Report of Child Abuse/Neglect)

LCCS Policy 410 (Employee Assistance Program)

LCCS Policy 423 (Drug Testing Policy)

LCCS Policy 424 (Pre-Employment Drug Screening)

LCCS Policy 472 (Oral Reprimands)

LCCS Policy 473 (Written Reprimands)

LCCS Policy 474A (Pre-Disciplinary Meetings / Non-Exempt Staff)

LCCS Policy 474B (Pre-Disciplinary Meetings / Exempt Staff)