

## **SUBSTANCE ABUSE**

It is the intent of the Mastics-Moriches-Shirley Community Library, to provide a safe, productive environment for employees and patrons, one that is free of alcohol and substance abuse.

Any drug or alcohol use that affects employee performance or efficiency, threatens safety, results in misconduct, or reflects adversely on the Mastics-Moriches-Shirley Community Library is grounds for disciplinary action. The use, purchase, sale or possession of any controlled substance other than prescription drugs as described below, on Library premises or on Library business, may subject the employee to immediate disciplinary action including dismissal. Any employee convicted of such acts may also subject to dismissal.

The unauthorized use of alcohol on Library premises or the abuse of alcohol on Library business off premises may also subject the employee to disciplinary action, up to and including dismissal.

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**PERSONNEL**

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**REV:940425**

Drugs prescribed by a licensed physician or dentist and used according to their instructions are not subject to the restrictions of this policy. However, if any employee is under treatment with a drug that could alter the ability to perform assigned job duties, the employee may be subject to job reassignment or placed on disability leave if deemed appropriate by such medical professionals as may be designated or approved by the Director.

Employees are expected to report to work in a fit condition for duty. Being impaired by alcohol or drugs is not considered fit for duty.

Any known incidents of on-the-job use or possession of illegal drugs or unauthorized use of alcohol should be brought to the immediate attention of management by any employee who is witness to such possession or use for the benefit of both the possessor and/or abuser, and the Library.

Employees have a responsibility to voluntarily seek assistance for substance abuse problems by contacting the Director. Employees who are substance abusers should take advantage of a program of help before a disciplinary issue arises. Employees may voluntarily seek assistance from the Director who can recommend alternative treatment programs.

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PERSONNEL

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Supervisors are responsible for monitoring the job performance of their staff and for noting any erratic or changed behavior or performance patterns. If an employee is suspected of having an alcohol or drug problem, the Director should be consulted on the best course of action.

An employee who has problems with performance, conduct, attendance, or punctuality for whatever reason is subject to disciplinary action. Such action may be postponed, at the discretion of management, in recognition of actions taken by the employee, such as the employee's continued cooperation with an appropriate source to resolve a substance abuse problem. However, participation in such a program does not exempt the employee from appropriate disciplinary action (up to and including dismissal) if performance continues to be unacceptable.

Participation in a substance or alcohol abuse program is a highly confidential matter between the employee and the Director, and only the fact of continued participation in the prescribed program will be made known to supervisors.

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Every employee shall have the opportunity to attend information sessions and/or receive printed or audiovisual information which shall cover: the dangers of alcohol and controlled substances; the Library's policies on alcohol and controlled substances; sources of help for dealing with abuse of such drugs or alcohol; and the penalties for violations of this policy.

Employees are expected to conform to the provisions of this policy.

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PERSONNEL

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