



**City of Riverside, California
Human Resources Policy and Procedure Manual**

Approved:

Human Resources Director

City Manager

Number: III-5 Effective Date:

SUBJECT: DRUG-FREE WORKPLACE

PURPOSE:

The City has a vital interest in maintaining safe and drug-free working conditions for its employees. The purpose of this policy is to establish a drug-free workplace policy in compliance with applicable laws; ensure employee fitness for duty; and to protect our employees, the public, and City property from the risks posed by the use of alcohol or drugs in the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and poses a significant danger to the welfare and safety of other employees and the public. The City is committed to providing a drug-free environment and encourages our employees to voluntarily seek help with drug and alcohol problems.

POLICY:

The City of Riverside ("the City") is the recipient of federal funds that require certification and notification to employees regarding promoting and maintaining a drug-free workplace. In accordance with the requirements of 41 U.S.C. 702-706, the City is required to notify employees that:

1. The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or other drugs not prescribed by a licensed physician for the treatment of a current medical problem is prohibited.
2. As a condition of continued employment all employees shall abide by this policy. Any violation of this policy by an employee may result in disciplinary action up to and including termination.
3. Employees are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5)

days after such conviction (for Special Transportation employees, the notification to immediate supervisor shall be in writing).

4. The City shall report the conviction, in writing, within 10 calendar days to the Federal agency grant officer, or other designee of any individual who is convicted for a violation of a criminal drug statute occurring during the conduct of any grant activity.
5. The City shall, within 30 days after receiving notice from an employee of any criminal drug statute conviction for a violation occurring in the workplace, take appropriate personnel action against such employee up to and including termination; or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
6. Counseling, rehabilitation and employee assistance for employees who have personal problems regarding the abuse of drugs is available through the City's Employee Assistance Program. Additionally, awareness programs are presented to inform employees about the dangers of drug abuse in the workplace.
7. The City of Riverside is not responsible for the costs of participation in programs under this policy. Employees may use options provided under their medical coverage.