

CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL
SECTION 7 – SAFETY/HEALTH
7.06 – DRUG-FREE WORKPLACE

GENERAL POLICY

It is the policy of the City of Cedar Rapids to maintain a work place free from the influence of drugs and alcohol.

SPECIFIC PROVISIONS

1. The City recognizes that:
 - a. Its employees are a valuable resource.
 - b. The use of illegal drugs or abuse of controlled substances or alcohol in the work place is detrimental to City employees.
 - c. Employees have a right to work in a drug free environment and to work with persons free from the effects of drugs and alcohol.
 - d. Drug/alcohol abuse in the workplace interferes with and reduces the operational efficiency of city government and undermines the public's trust in its functions.
2. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is the City of Cedar Rapids intent and obligation to provide a drug free work environment.
3. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the employer's premises or while in a City vehicle, vessel, aircraft, or while conducting the employer's business is prohibited. Violations of this policy will result in termination.
4. The City of Cedar Rapids recognizes drug and alcohol dependency as illnesses and a major health problem. The City also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program (EAP).
5. In order to comply with the Drug Free Workplace Act of 1988, employees are required to report any conviction under a criminal drug statute for violations occurring on the employer's premises or off the employer's premises while conducting City business. A report of a conviction must be made to the employee's supervisor and to the Safety and Health Services office within five (5) days after the conviction.
6. Compliance with the terms and reporting requirements of this policy is required as a condition of employment for all employees.