

Effective April 20, 1994

Champaign County
DRUG AND ALCOHOL POLICY

GENERAL POLICY. Champaign County, Illinois is committed to programs that promote safety in the workplace, employee health and well-being, and citizens' confidence. Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize employee safety, and undermine citizens' confidence. The County's goal, therefore, and the purpose of this policy, is to establish and maintain a healthy and efficient work force free from the effects of drug and alcohol abuse. Consistent with this goal and commitment, and in response to the requirements of the Drug-Free Workplace Act, (30 ILCS 580/1-11), the Champaign County Board has developed this policy statement regarding the use, sale, possession, and distribution of controlled substances, including cannabis and alcohol by its employees.

EMPLOYEE ASSISTANCE PROGRAM. The County encourages any employee who feels they have a drug or alcohol problem to contact his or her immediate supervisor or the Personnel Director/County Administrator of Finance and HR Management for assistance. The County will, at the employee's request, refer him or her to the employee's designated healthcare provider for information or professional assistance, which will be at the employee's expense over and above any covered benefit amount. All communications will be strictly confidential. Employees will not be subject to discipline for seeking such assistance prior to detection. However, this will not thereafter excuse violations of this drug and alcohol policy for which the employee is subject to discipline.

USE, POSSESSION, TRANSPORTATION, SALE, DISTRIBUTION. The use, possession, sale, transportation, or distribution of controlled substances, including cannabis or alcohol by anyone while on County property or on County business may be cause for discharge. Controlled substances or alcohol shall be taken into custody, and the appropriate law enforcement agencies will be notified.

OVER-THE-COUNTER OR PRESCRIBED MEDICATIONS. Employees who take over-the-counter or prescribed medication are responsible for being aware of any effect the medication may have on the performance of their duties and must promptly report to their supervisors the use of medication likely to impair their ability to do their jobs. An employee who fails to do so shall be subject to disciplinary action, up to and including discharge. Moreover, employees who take over-the-counter or prescribed medication contrary to doctor's instructions may be subject to disciplinary action, up to and including discharge.

"COUNTY PROPERTY" DEFINED. For purpose of this policy, the term "County property" shall include all land, buildings, structures, parking lots, and means of transportation owned by or leased to the County.

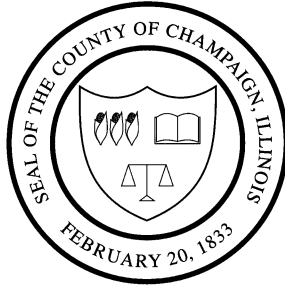
DISCIPLINE. Any employee who violates this policy will be required to enroll in a drug or alcohol counseling rehabilitation or assistance program at the employee's expense. Any employee who violates this policy for a second time will be discharged.

PROGRESSIVE DISCIPLINE NOT APPLICABLE. Any other disciplinary methods previously used by the County do not apply to violations of this drug and alcohol policy. Discipline for violations of this drug and alcohol policy shall be governed solely by the policy itself.

SATISFACTORY COMPLETION OF PROGRAM. Any employee who is required by this policy to satisfactorily participate in a drug or alcohol assistance or rehabilitation program shall furnish his or her Department Head written proof of the satisfactory completion of the program.

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**Office of
County Board
Champaign County, Illinois**

NOTICE

TO: All Employees

FROM: Pattsi Petrie, Chair of the Champaign County Board
Debra L. Busey, County Administrator

RE: Champaign County Drug and Alcohol Policy

Champaign County hereby notifies all employees that the use, possession, transportation, sale or distribution of a controlled substance including cannabis or alcohol by anyone while on County property or on County business is strictly prohibited and may be cause for discharge. Any employee who violates this policy will be required to enroll in a drug and alcohol counseling, rehabilitation, or assistance program at the employee's expense. Any employee who violates this policy a second time will be discharged. Information concerning the dangers of drug and alcohol use in the workplace and about counseling, rehabilitation, and treatment programs is available through the employee's designated healthcare provider.

As a condition of employment, the County requires that all employees acknowledge that they will: (1) abide by the terms of this policy; (2) notify the Department Head of his/her department of any conviction for a violation of a criminal drug statute in the workplace no later than five days after conviction; and (3) if convicted of a violation of a criminal drug statute that occurred in the workplace, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

EMPLOYEE ACKNOWLEDGEMENT

As a condition of employment, Champaign County requires that all employees acknowledge that: (1) I acknowledge receipt of the Champaign County's Drug and Alcohol Policy; (2) I agree to abide by the terms and conditions of this policy; (3) I agree I will notify the Department Head of my department of any conviction for a violation of a criminal drug statute in the workplace no later than five days after conviction; and (4) if convicted of a violation of a criminal drug statute that occurred in the workplace, I will satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program.

Signature

Print Name

DATE: _____