



E-008

Richmond Heights Memorial Library ALCOHOL AND SUBSTANCE ABUSE POLICY

It is the policy of the Richmond Heights Memorial Library to maintain a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of Library employees and subjects both our employees and our patrons to unacceptable safety risks. Accordingly, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance or alcohol in the workplace or while engaged in Library business is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that, in the opinion of the Library, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the Library's workforce.

As a condition of continued employment, Library employees may also be required to undergo periodic alcohol and drug screenings at times specified by the Library. In connection with these examinations, employees are required to provide the Library with access to their medical records if requested. All required alcohol and drug screens are paid for in full by the Library, although the employee shall be responsible for the cost of any re-testing that is performed at the employee's request.

Violations of this policy shall be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to an alcohol and/or controlled substance analysis when requested by management will constitute insubordination, which alone will form a basis for discipline.

Employee Assistance Program

Through the City of Richmond Heights, the Library provides, at no cost to the employee or his/her immediate family, an employee assistance program to confidentially counsel and help employees resolve personal problems. Information, consultation and counseling are provided by professionals who work for an independent, outside firm.

*Adopted by the RHML Library Board of Trustees September 15, 2008
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