

DRUG-FREE WORKPLACE POLICY

In accordance with the Drug-Free Workplace Act of 1988, The City of Gunnison as a federal grant recipient is required to certify to the granting agency that we will ensure a drug-free workplace. Failure to comply with this requirement could result in suspension of the grant payments or termination of the grant payments or both. This requirement presents both a necessity and an opportunity to take immediate action to eliminate drug abuse from the workplace. To that end, the following policy is effective immediately:

STATEMENT OF POLICY

It is the policy of the City of Gunnison to prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during City time or on City property or other work sites where City employees may be assigned. Further prohibited is the use, sale, possession, distribution, dispensation, manufacture or transfer of controlled substances during non-working time to the extent such use impairs an employee's ability to perform his or her job or where such use, sale, possession, distribution, manufacture or transfer affects the reputation of the City to the general public or threatens its integrity.

An employee found in violation of the above-stated policy will be subject to disciplinary action, up to and including termination for a first offense.

Excluded are prescribed drugs when used in the manner, combination and quantity intended unless job performance could be affected. Employees who must use an over-the-counter or prescription drug that causes adverse effects or may affect ability to perform work in a safe and productive manner must notify his or her supervisor prior to starting work. The supervisor or manager, after proper inquiry, will decide if the employee can remain at work and what work restrictions, if any, are deemed necessary.

Compliance with the above-stated policy is a condition of employment for all employees of the City of Gunnison. Further, any employee who is convicted under a criminal drug statute for a violation occurring in the workplace or who plead guilty or nolo contendere to such charges must notify the City manager within five (5) days of such conviction or plea. Failure to do so will result in disciplinary action, including termination from employment for a first offense. Employees convicted or who plead guilty or nolo contendere to such drug-related violations are subject to termination and/or mandatory attendance and successful completion of a drug abuse assistance or similar program as a condition of continued employment.

**ADOPTED SEPTEMBER 12, 1989
CITY COUNCIL, CITY OF GUNNISON, COLORADO**

ACKNOWLEDGMENT:

I have received a copy of the City of Gunnison's Drug-Free Workplace Policy. I understand that in order to continue my employment with the City of Gunnison, I must abide by the terms of that policy. I agree to notify the City of Gunnison of any criminal drug statute conviction or plea of guilty or nolo contendere for a violation occurring in the workplace no later than five (5) days after such conviction or pleas.

Signed

Date