

## Chapter 17

### PERSONNEL POLICIES

**[HISTORY: Adopted by the Town Board of the Town of Canadice: Art. I, 9-14-1992. Amendments noted where applicable.]**

#### GENERAL REFERENCES

Code of Ethics — See Ch. 10.

#### ARTICLE I

#### **Drug-Free Workplace**

**[Adopted 9-14-1992]**

#### **§ 17-1. Intent.**

It is the Town of Canadice's intent and obligation to provide a drug-free, healthful, safe and secure work environment.

#### **§ 17-2. Statement of policy; prohibited actions.**

The Town of Canadice is committed to the development and maintenance of a drug-free work environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession and use of controlled substances (drugs) on its premises. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on property owned or leased by the Town of Canadice. In order to maintain a work environment that is free of substance abuse, the Town of Canadice mandates the following:

- A. No employee shall work or report to work while impaired by the illicit/improper use of a controlled substance.
- B. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited and will not be tolerated at the workplace.
- C. The Town of Canadice will provide, on a continuing basis, information on substance abuse, as well as information on health and safety standards.
- D. Any employee who has a substance abuse problem is urged to seek help and may obtain confidential assistance and/or treatment through Ontario County's Life Line Referral Program (1 800 333-0542).
- E. Any employee who is convicted of any violation of drug statute, which occurred at the workplace or during the course of work shall notify the Superintendent of Highways or the Town Supervisor within five (5) days of the conviction.
- F. The town shall, within ten (10) days of receiving a notice of conviction of an employee

whose work is funded by a federal grant, notify the federal agency issuing said grant, via the appropriate New York agency.

**§ 17-3. Disciplinary action; discharge.** <sup>1</sup>

In addition to such other penalties as may be prescribed by state or federal authorities, any violation of these policies shall lead to disciplinary action up to and including discharge through the normal disciplinary channels, within thirty (30) days of receiving a notice of conviction from an employee.

**§ 17-4. Distribution of copies.**

The Clerk of the Town Board shall send copies of this Article to all town employees, thereby advising them of this policy.

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<sup>1</sup>. Editor's Note: Amended at time of adoption of Code; see Ch. 1, General Provisions, Art. I.