

# Salt Lake County Human Resources Policy 3-1000: Drug-Free Workplace

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## **Purpose**

This policy ensures a drug free workplace and complies with the Drug-Free Workplace Act of 1988 for recipients of certain federal grants or contract monies.

## **I. Policy**

The unlawful manufacture, distribution, dispensing, possession or illegal use of drugs or controlled substances is prohibited in the workplace.

## **II. Procedures**

- A. Employees convicted of any illegal drug or controlled substance criminal conviction violation occurring in the Salt Lake County workplace are required to notify their supervisor in writing no later than five calendar days after their conviction. Failure to report a conviction may subject the employee to separate disciplinary actions.
- B. Employees convicted of illegal drug or controlled substance violations in the workplace are subject to appropriate disciplinary action, up to and including termination. Employees may also be required to satisfactorily complete a drug abuse assistance or rehabilitation program. The determination to invoke discipline and rehabilitation will be at the discretion of the administrator.
- C. The County will maintain a Drug-Free Awareness Program through the Human Resources Division which includes the availability of drug counseling, rehabilitation and assistance programs.
- D. The County will notify the federal contracting or granting agency within ten days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.

## **III. References**

- A. Drug Free Workplace Act of 1988
- B. Human Resource Policy
  1. [3-600, Alcohol and Drug Screening, Testing and Treatment](#)