



## TOWN OF PLYMOUTH

**POLICY: ALCOHOL AND DRUG POLICY**

**BOS/90/02/R00**

**Approved: April 3, 1990**

**Effective: April 3, 1990**

### **1.0 PURPOSE**

The Town of Plymouth has a strong commitment to its employees to provide a safe work place and to establish programs promoting high standards of employee health. Consistent with the spirit and intent of this commitment, the Town of Plymouth has established this policy regarding drug and alcohol use or abuse. Quite simply our goal will continue to be one of establishing and maintaining a work environment that is free from the effects of alcohol and drug use.

Employees of the Town of Plymouth are visible and active members of the community where they live and work. They are inescapably identified with the Town and are expected to represent it in a responsible and creditable fashion.

While the Town of Plymouth has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in condition to perform their duties. The Town recognizes that employee off-the-job as well as on-the-job involvement with drugs and alcohol can have impact on the workplace and on our ability to accomplish our goal of an alcohol and drug-free work environment.

### **2.0 POLICY GUIDELINES**

- 2.1 The illegal use, sale, distribution, or possession of narcotics, drugs or controlled substances while on the job or on Town property is an offense warranting discharge. Any illegal substances will be turned over to the appropriate law enforcement agency.
- 2.2 Employees who are under the influence of alcohol, either on the job or when reporting for work, or who possess or consume alcohol during work hours, have the potential for interfering with their own as well as their co-worker's safe and efficient job performance. Consistent with

existing Town of Plymouth practices, such conditions will be proper cause for administrative action up to and including termination of employment.

- 2.3 Off-the-job illegal drug activity which could adversely effect an employee's job performance or which could jeopardize the safety of other employees, the public, or Town property or equipment is proper cause for administrative or disciplinary action up to and including termination of employment.
- 2.4 Employees who are involved with off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, management will take into consideration, the nature of the charges, the employee's present job assignment, the employee's record with the Town and other factors relative to the impact upon the Town's ability to conduct business.
- 2.5 Some of the drugs which are illegal under federal, state or local laws include, among others, marijuana, heroin, hashish, cocaine, hallucinogens, depressants and stimulants not prescribed for current personal treatment by an accredited physician.
- 2.6 Employees are expected to follow any directions of their health care provider concerning prescription medications, and must immediately notify their supervisor if any prescription drug is likely to have an impact on job performance.
- 2.7 Any employee, while on Town property or during that employee's work shift, consumes or uses, or is found to have in his/her personal possession, locker, desk or other such repository alcohol or drugs, which are not medically authorized, or is found to be using or to be under the influence of alcohol or drugs, will be suspended immediately pending further investigation. If use or possession is substantiated disciplinary action, up to and including discharge will be imposed.
- 2.8 Any employee who voluntary requests assistance in dealing with a personal drug addiction or alcohol problem may participate in the Employee Assistance Program (EAP) without jeopardizing his or her continued employment with the Town of Plymouth. While the EAP is a valuable resource in dealing with personal problems participation in the program will not prevent disciplinary action for a violation of this policy.
- 2.9 This statement is to clarify the Town of Plymouth's operational position and provide for prompt effective reaction to any alcohol or drug related situation which has or could have any impact on the Town's ability to conduct business. It does not alter, in any way, the policy of assisting employees in securing proper treatment or extending the coverage of the

health benefits plan as indicated for problem drinking, alcoholism or other drug dependencies.

### 3.0 APPLICABILITY

This policy is applicable to all town employees.

### 4.0 QUESTIONS

Please contact the Town Manager's Office at (508) 830-4000 if you have any questions.

Signed by

ALBA THOMPSON  
Chairman of the Board of Selectmen

WILLIAM R. GRIFFIN  
Executive Secretary