

Drug and Alcohol Policy and Procedures

I. Policy

It is the policy of Community Involvement Programs to support a workplace free from the effects of drugs, alcohol, chemicals, and abuse of prescription medications. This policy applies to all of our employees, subcontractors, and volunteers.

II. Procedures

- A. All employees must be free from the abuse of prescription medications or being in any manner under the influence of a chemical that impairs their ability to provide services or care.
- B. The consumption of alcohol is prohibited while directly responsible for persons receiving services. In addition, the consumption of alcohol by an employee is prohibited on any Community Involvement Programs owned or leased property or while operating any vehicle and will result in disciplinary action up to and including termination.
- C. Being under the influence of a controlled substance identified under Minnesota Statutes, chapter 152, or alcohol, or illegal drugs in any manner that impairs or could impair an employee's ability to provide care or services to persons receiving services is prohibited and will result in disciplinary action up to and including termination.
- D. The use, sale, manufacture, distribution, or possession of illegal drugs is prohibited while working or when present at any Community Involvement Programs owned or leased property or vehicle and will result in disciplinary action up to and including termination.
- E. Any employee convicted of criminal drug use or activity must notify Meghan Moore, the Associate Director of Administrative Resources, no later than five (5) days after the conviction.
- F. Criminal conviction for the sale of narcotics, illegal drugs or controlled substances will result in disciplinary action up to and including termination.
- G. The Executive Director will notify the appropriate law enforcement agency when there is reasonable suspicion to believe that an employee may have illegal drugs in his or her possession. Where appropriate, the Executive Director will also notify applicable licensing boards.

Legal Authority: Minn. Stat. §§ 245A.04, subd. 1 (c); 245A.04, subd. 14