

TOWN OF BENTLEY

POLICY 11/02

POLICY TITLE: Substance Abuse

DATE ADOPTED: November 12, 2002

POLICY PURPOSE: To supplement and clarify Section 14.3 b) of the Town of Bentley Personnel Policy.

1. Substance is defined as alcohol, prescribed medication drugs or illegal drugs.
2. Substance abuse is defined as the over use or improper use of a substance. Substance misuse is defined as the use of a substance at an inappropriate time or place. Possession of an illegal substance, whether used or not, will also be defined as misuse.
3. Employees who report to work under the influence of alcohol, prescribed or non-prescribed drugs or who become intoxicated or under the influence of non-prescribed drugs during their working hours will be subject to discipline up to and including immediate dismissal. Any staff member whose is adversely affected by being under the influence of alcohol or drugs will be taken home without pay for the day. The circumstances will be reviewed the following working day and disciplinary action may be taken.
4. A staff member who feels they have a substance abuse/misuse problem should discuss the problem with a management staff member with the intent of seeking help without fear of reprisal. All attempts will be made to take action to assist staff in correcting an abuse/misuse problem; however, failure to respond by the staff member to assistance will result in discipline.
5. Any suspected substance abuse/misuse will be reported without fear of reprisal to any management staff who will take the appropriate action.
6. It is the responsibility of staff to ensure prescribed medication side effects do not interfere with their assigned duties. They are responsible to notify their Supervisor of the side effects and medication.



Mayor



Chief Administrative Officer