

Procedure Title:

**EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

PROCEDURE NUMBER: 7-0-2

Policy Title:

Drug and Alcohol

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. It is Keystone's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.
2. Upon hire each employee will receive a comprehensive copy of Keystone's alcohol and drug policy and will sign a receipt/acknowledgement form.
3. While on Keystone premises and while conducting business-related activities off Keystone premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. For the safety of our residents, all staff prescription medication that must be brought to the workplace must be secured and locked with all other medications.
4. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
5. Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

6. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Keystone's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Keystone policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Keystone any undue hardship
7. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Keystone of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.
8. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

**NOTES:**