

TOWNSHIP OF ABINGTON

Substance Abuse Policy

This is to reiterate and formally state Abington Township's policy regarding the work-related effects of drug and alcohol use and the unlawful possession of controlled substances on township premises. Our policy is as follows:

<Employees are expected and required to report to work on time in appropriate mental and physical condition for work. It is our intent and obligation to provide an alcohol-free and drug-free, healthful, safe and secure work environment.

<The consumption and possession of alcohol and/or the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on township premises or while conducting township business off township premises is absolutely prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

<The township recognizes alcohol and drug dependency as an illness and a major health problem. The township also recognizes alcohol and drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use our employee assistance program and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

<Abington Township employees who are required to hold a Commercial Driver's License (CDL) to perform their duties are to be tested for controlled substance and alcohol effective March 1, 1995.

<Members of the Abington Township Police Association, Abington Township Police Lieutenants, and Abington Township Per Diem Union are required to participate in a random drug and alcohol testing program, as described in their contract.

<Abington Township employees who are not covered under a collective bargaining agreement and work in safety-sensitive functions are required to participate in a random drug and alcohol testing program effective March 1, 1995.

<A pre-employment drug test and alcohol test will be conducted when an individual is first employed and when a current employee is transferred from a non-covered position to a covered position. Seasonal employees in non-covered positions will be exempt from testing.

<Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off township premises while conducting township business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

March 1995