

Sacramento Suburban Water District

Drug and Alcohol Program Policy

Adopted: July 21, 2008

Revised: June 21, 2010

100.00 Purpose of the Policy

The purpose of this policy is to 1) confirm the District's commitment to maintain a drug and alcohol-free workplace, 2) insure the health and safety of all District employees, customers and the general public by authorizing the development and implementation of a Drug and Alcohol Program to identify and discipline employees who abuse alcohol or use controlled substances, and 3) establish guidelines for drug and alcohol testing for non-safety and safety sensitive positions.

200.00 Policy

The District has a significant interest in insuring the health and safety of its employees. It has an obligation to insure that its employees do not present a safety risk to the general public. Substance abuse can affect job performance and employee and public safety. Subject to the requirements of the federal Americans with Disabilities Act (ADA), the District will be firm in identifying and disciplining those employees who abuse alcohol or use controlled substances in violation of the following:

1. No District employee who is on duty or on standby duty will:
 - a) Use, possess, or be under the influence of illegal or unauthorized drugs or other illegal mind-altering substances; or
 - b) Use or be under the influence of alcohol to any extent that impedes the employee's ability to perform his/her duties safely and effectively.
2. No District employee will engage in any duties or activities that, because of drugs taken under a legal prescription, cannot be performed without posing a threat to the health or safety of the employee or others. This includes medications that may impair the employee's ability to operate small or large machinery/equipment or motor vehicles.
3. Employees will be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed in Section 1 and/or 2 above. In addition, when such an employee has already been found in violation of Section 1 and/or 2 above through any action or medical examination process under the District's Drug and Alcohol Program, as a result of substance testing

under that program, or by the employee's own admission, the employee will be required to submit to periodic substance testing as a condition of remaining in or returning to District employment.

300.00 Authority and Responsibility

The Human Resources Coordinator, Operations Manager, Assistant General Manager and General Manager will be responsible for administering this policy. This will include developing and maintaining a Drug and Alcohol Program Manual that will be provided to all current and new employees.

400.00 Policy Review

This Policy shall be reviewed at least biennially.