

Sacramento Suburban Water District

Drug and Alcohol Program Policy

Adopted: July 21, 2008

Approved with Changes: March 18, 2019

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) ensure 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 are impaired by use of alcohol, marijuana or any legal or illegal substance while on the job in violation of the following, up to and including termination of employment:

1. No District employee who is on duty or on standby duty will use, possess, or be under the influence of alcohol or any controlled substance that could impede the employee's ability to perform his/her duties safely and effectively.¹
2. Employees will be subject to drug and alcohol testing when there is reasonable suspicion that an employee has violated the rules provided in Section 1 and/or 2 above. Additionally, employees in a Safety Sensitive position are subject to pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up controlled substance and/or alcohol testing. A Safety Sensitive position is defined as any position requiring the use of a Class A commercial driver's license.

¹ While marijuana is now legal for recreational use in California, it remains an illegal Schedule I substance under the United States Controlled Substances Act.

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.