

TOWN OF AMHERST DRUG-FREE WORKPLACE
(Controlled Substance Policy)

- I. Policy: The Town is committed to the development and maintenance of a drug-free environment and in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession and use of controlled substances (drugs) on its premises. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Town of Amherst property.

- II. Guidelines:
 - A. Sanctions for Violation or Non-Compliance: Corrective action in accordance with the New York State Civil Service Law will be imposed upon, and/or satisfactory participation in a drug rehabilitation program may be required by any employee who is found to be in violation of any provision of this policy.

 - B. Compliance as a Condition of Employment: Compliance with the provisions of this policy shall be a condition of employment at the Town of Amherst.

 - C. Employee Obligation for Notification of Conviction: In compliance with - federal law, any employee convicted of any criminal drug statute violation which has occurred in or on the workplace premises is required to notify the employer within five (5) calendar days following such conviction.

 - D. Employer Obligation for Notification: The Town is obligated to notify the appropriate federal contracting agency, if applicable, within ten (10) days of receipt of notice of an employee conviction as described in “C” above.

 - E. Maintenance of a Drug-Free Workplace: Good faith efforts on the part of the Town of Amherst to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for employees of the Town engaged in the performance of Federal grant activities as well as implementation and strict enforcement of this policy.

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III. Procedures:

- A. Each employee, as well as those newly hired at the time of their orientation, will be notified of this policy with emphasis on the obligation for compliance as a condition of employment.
- B. Any employee convicted of any criminal drug statute violation which has occurred in or on the workplace premises shall provide his or her supervisor notification, preferably written, of such conviction including any resultant conditions, within five days of conviction.
- C. An employee, having knowledge or received notification of a conviction as described in "B" above shall immediately provide, in writing, notice to the Personnel Director or designee so that the proper notice can be sent to the appropriate federal contracting agency.
- D. The Personnel Department will offer ongoing drug education and awareness programs for applicable Town employees as well as provide drug informational materials.
- E. Application of the Town's corrective discipline policy for violations of this policy and any other related questions should be referred to the Personnel Director.