

BETHLEHEM PUBLIC LIBRARY

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

Policy adopted by the Board of Trustees December 14, 1998

Policy revised and approved November 8, 2010

Policy revised and approved May 8, 2023

The Library is committed to maintaining a drug-and alcohol-free workplace, and will not tolerate any drug or alcohol use or activity that endangers the health and well-being of Library employees, Library patrons, or the delivery of Library services and programs.

This policy applies to the following substances: alcoholic beverages of any kind, and controlled or illegal drugs or substances including all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs where use, possession, or transfer is restricted or prohibited by law, except when used according to the instructions of a physician, dentist, or other person licensed to prescribe or dispense controlled substances.

“Controlled substances” under this policy includes those substances categorized as controlled under Federal law listed in the federal Schedules of Controlled Substances found at 21 U.S.C. 812. This includes, but is not limited to, heroin, cocaine, crack, speed, acid and marijuana (even though use may be permitted under New York State Law.)

The following activities are prohibited while an employee is on the Library premises, engaged in Library business, or driving a Library vehicle:

- unlawful or unauthorized manufacturing, possessing, using, selling, distributing, dispensing, receiving, or transporting of any drugs or alcoholic beverages
- being under the influence of unlawful or unauthorized alcohol or other drugs
- performing duties while under the influence of unlawful or unauthorized alcohol or other drugs whether on or off the premises

An employee who engages in such activities may be referred for counseling or rehabilitation and satisfactory treatment. In addition, this employee may be subject to criminal, civil and disciplinary penalties, up to and including dismissal from employment.

Employees using any medicines which cause drowsiness or other side effects that may impair their ability to perform the job properly and safely should inform their supervisor or the supervisor’s designated alternate.

Under the Federal Drug-Free Workplace Act of 1988, employees working on any federal contract over \$250,000 in value or any federal grant must report any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction to the Library.

Employees may obtain information about the Library’s Employee Assistance Program from the Personnel Administrator.

Revision by Policy Committee-3/30/23

First Read 4/17/23

Second Read 5/8/23