

PITTSBURGH HEALTH CORPS DRUG-FREE WORKPLACE

POLICY:

SAMPLE

In accordance with the Drug-Free Workplace Act (Pub. L. 100-690), and in recognition of the fact that drug abuse may cause poor job performance and/or job attendance, the Pittsburgh Health Corps (PHC), an AmeriCorps Program, shall make every effort to provide a drug-free workplace for its members.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in any site wherein work is performed for the PHC.

- 1). Any AmeriCorps member who unlawfully manufactures, distributes, dispenses, or uses a controlled substance in the workplace shall be subject to disciplinary action, up to and including termination (see Corps Members Handbook Disciplinary Action).
- 2). Any AmeriCorps member who is convicted of a criminal drug related violation in the workplace shall inform his/her supervisor or the Program Manager in writing within five (5) days of such conviction.

Failure to notify the supervisor or the Program Manager in writing within the specified period of time shall be regarded as grounds for termination.

- 3). The PHC will then report any such conviction to the Federal Government within ten (10) days of such conviction.
- 4). The PHC will attempt to help a person with a substance abuse problem by encouraging entry into a rehabilitation program approved for such purposes by a Federal, State, County health, law enforcement, or other appropriate agency.

AmeriCorps members experiencing problems with alcohol or other drugs are urged to seek assistance voluntarily.

The PHC recognizes that drug abuse can be successfully treated. Consequently, it shall provide an ongoing drug-free awareness program to inform members about the dangers of drug abuse in the workplace, PHC's policy of maintaining a drug-free workplace, any available drug counseling or rehabilitation programs, and the penalties that may be imposed upon members for drug abuse violations occurring in the workplace.

DEFINITION OF ABUSE

Any use of an illegal drug; misuse of any over-the-counter drug, in cases where such use impairs job performance; use of any prescription drug in a manner inconsistent with its medically prescribed or intended use, or under circumstances where use is not permitted; use of alcohol where such use impairs job performance, or consumption of alcohol while on duty; intentional and inappropriate use of any substance, legal or illegal, which impairs job performance.

SAMPLE

**PITTSBURGH HEALTH CORPS
DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT**

The Pittsburgh Health Corps is dedicated to providing quality services to our communities of Allegheny County and recognize that Corps Members are a valuable resource. Therefore, it is our goal to provide a healthy, satisfying work environment which promotes opportunities for personal growth, while simultaneously assuring that members are not impaired in their ability to perform assigned duties in a safe, productive, and healthful manner.

The purpose of our Drug-Free Workplace Policy is to assure member fitness for duty, and to protect our members and the public from the risks posed by the use of alcohol and prohibited drugs by our AmeriCorps members. This policy is also intended to comply with all applicable federal, state, and local regulations governing workplace anti-drug programs.

My signature below indicates that I have been provided a copy of the Drug-Free Workplace Policy. In addition, my signature also indicates that my questions regarding the contents of the materials provided to me were adequately answered.

Employee's Signature

Date

Witness

Title

Date