

The current policy is found in the CRRL Policy Manual p.59; proposed updates incorporate more inclusive language from VRSA and minor changes based on a review of manuals from local agencies. Includes updated language based on recent changes to Virginia Code.

Final proposed policy:

DRUGS, ALCOHOL, AND RELATED BEHAVIOR

CRRL is firmly committed to maintaining a workplace free from the adverse effects of alcohol and other drugs, and to promoting safety in the workplace, employee health and well-being, customer confidence and a work environment that is conducive to attaining high work standards. No employee shall work, or report to work, at CRRL workplace while impaired by alcohol, marijuana or any controlled substances. Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, or use of alcohol or other drugs in CRRL workplace. The workplace includes offices, public areas, work locations, parking lots, and vehicles owned and operated by CRRL. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination of employment.

Employees must notify the Human Resources Manager if they are convicted of violating any criminal drug law, based on conduct occurring in or outside of the workplace; or an alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Notification must be made in writing and delivered no later than five calendar days after such conviction. An employee's appeal of a conviction does not affect the employee's obligation to report the conviction.

Proposed with edits:

DRUGS, ALCOHOL, AND RELATED BEHAVIOR **~~DRUG-FREE WORKPLACE~~**

CRRL is firmly committed to maintaining a ~~drug-free~~ workplace free from the adverse effects of alcohol and other drugs, and to promoting safety in the workplace, employee health and well-being, customer confidence and a work environment that is conducive to attaining high work standards. ~~New employees are required to sign the Drug-free Workplace Agreement.~~ No employee shall work, or report to work, at CRRL workplace while ~~impaired by~~ ~~under the influence of~~ alcohol, marijuana or any controlled substances ~~that affect job safety or performance~~. Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, or use of alcohol or other drugs ~~controlled substances~~ in CRRL workplace. The workplace includes offices, public areas, work locations, parking lots, and vehicles owned and operated by CRRL. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination of employment.

Employees must notify the Human Resources Manager if they are convicted of violating any criminal drug law, based on conduct occurring in or outside of the workplace; or an alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Notification must be made in writing and delivered no later than five calendar days after such conviction. An employee's appeal of a conviction does not affect the employee's obligation to report the conviction.

Current:

DRUG-FREE WORKPLACE

CRRL is firmly committed to maintaining a drug-free workplace. New employees are required to sign the Drug-free Workplace Agreement. No employee shall work, or report to work, at CRRL workplace while under the influence of alcohol or any controlled substances that affect job safety or performance. Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, dispensation, possession, sale, or use of alcohol or controlled substances in CRRL workplace. The workplace includes offices, public areas, work locations, parking lots, and vehicles owned and operated by CRRL. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination of employment.