

Town Hall - Ordinances

EMPLOYEE

Town of Camden, Indiana

Drug/Alcohol Free Work Place Policy

In order to maintain a Drug-Free work place in the Town of Camden, Indiana and to set out the standard of conduct expected of all employees of Camden, as a condition of employment, all employees should be aware of the following:

Before any applicant for employment is hired, he or she will be tested for the presence of illegal drugs. Applicant testing will be done as a regular part of pre-employment screening as a condition of the job offer. Applicants include all regular full-time and part-time, all rehires and all temporaries on Camden's payroll. Should an applicant test positive on an initial test, a confirmatory test will be made on the same sample. If the confirmatory test is also positive, the applicant will be denied employment. An applicant who declines to submit to testing will be denied employment. Applicants who are denied employment because of a positive test may re-apply for employment and be retested after one year from time of initial rejection.

Whenever testing is required under the policy, the applicant shall submit a urine sample or alternatively a blood sample.

Any employee who uses, sells, manufactures, participates in the distribution of, possesses or is found to be under the influence of illegal drugs or alcohol while on Camden's business, is subject to disciplinary action up to and including termination of employment and/or attendance at a drug/alcohol rehabilitation program.

Any employee who participates in an approved assistance or rehabilitation program will be fully responsible for his or her cost incurred in such treatment or related treatment. Time off for such treatment or in anyway related to drug/alcohol use shall result in loss of pay for that time without recourse or unemployment benefits.

Camden also reserves the right to make a search of the Town's premises and other town-owned property if a violation of this policy is suspected.

Any employee who uses, sells, manufactures, participates in the distribution of, or possesses illegal drugs may be reported to the appropriate law enforcement agency which may result in criminal prosecution.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance are defined in the Indiana Criminal Code 35-48. Any violation of these acts may result in termination of employment with the Town of Camden. Any employee shall, upon conviction of any drug statute, notify the Town of Camden no later than five days after such conviction.

Approval of

Drug/Alcohol Free Work Place Policy

The Camden Town Council hereby approves and adopts the Drug/Alcohol Free Work Place Policy.

Dated the 28th day of April, 1997.

Ralph Rohrbaugh, President

Joe Wallace

Attest:

Thomas Hedde

Clerk-Treasurer