

NORTHERN PONCA HOUSING AUTHORITY

SECTION H DRUG FREE WORKPLACE POLICY

SECTION I-1: POLICY STATEMENT

The Northern Ponca Housing Authority desires to have a drug free workplace for all employees and tenants. To that end, the Housing Authority has established this Drug Free Workplace Policy for all employees.

1. The manufacturing, distribution, dispensing, possession or use of illegal drugs and controlled substances in the work place create dangers to all employees in the workplace. The effects and side effects of illegal drugs and controlled substances can lead to serious injury, and even death to innocent employees and tenants. The use of illegal drugs and controlled substances also leads to excessive costs and waste of materials due to poor quality of workmanship. The use of illegal drugs and controlled substances in the workplace of the NPHA is strictly forbidden.
2. All illegal drugs and controlled substances are strictly forbidden on Housing Authority grounds. Any employee reporting to work, or remaining in the workplace under the influence of alcohol, or other controlled substances or illegal drugs shall be immediately reported to the Executive Director for discipline. Possession of illegal drugs or substances on Housing Authority grounds shall be reported to the proper authorities.
3. Upon receipt of information regarding any employee in possession, or under the influence of alcohol, controlled substances, or other illegal drugs, the Executive Director will meet with the employee to discuss the situation and may require the employee to submit to a test of his/her blood, breath, or urine. Discussion of the meeting will also be in written form and signed and dated by the Executive Director and the employee.

A copy of the comments will be kept in the employees personnel file. The results of the test shall be provided to the Director.

The Director shall also investigate into the facts and circumstances to determine the extent and nature of any drug abuse problems which may exist. If the employee refuses to submit to a requested test, this fact, as

well as the other facts, shall be submitted in writing to the Board of Commissioners. These tests are for administrative purposes only, and not to be used by Law Enforcement. The Director may obtain copies of any tests that are independently performed by any Law Enforcement Agency as a part of the investigation. The Director shall complete the investigation, when possible, within 10 days of the incident. For good cause, the investigation may continue beyond 10 days.

After completing his investigation, the Director shall determine what disciplinary action should be taken, if the allegations are true. The Director shall permit the employee to submit evidence with reasonable time limits as to the truth or falsity of the allegations, and also any proposed recommendations regarding the appropriate discipline of the employee including the following:

1. Rehabilitative possibilities
2. Probation
3. Demotion
4. Suspension
5. Other disciplinary action
6. Termination

The Director shall make his/her decision and shall provide a copy in writing to the employee. The employee shall have the opportunity to appear before the Board of Commissioners, pursuant to the Grievance Policy of the Housing Authority.

Each employee shall inform the Director within 5 days of any conviction for the manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace of the Housing Authority. Within 10 days of receipt from the employee, the Director shall inform the regional office of the violation, and shall within 30 days determine what action shall be taken.

4. Each employee of the Housing Authority shall be provided a copy of this policy and shall be required to sign a copy of the official notice of the policy. A copy of the signed Notice shall be maintained in each employee personnel file.

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