

TOWN OF LIBERTY GROVE
RESOLUTION 5-23 DRUG-FREE WORKPLACE POLICY

1. Purpose. Congress enacted the Drug-Free Workplace Act of 1988 which places certain responsibilities on the Town of Liberty Grove as the recipient of a federally funded grant.

2. Drugs Prohibited. Pursuant to federal requirements, the Town prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on all Town property and work sites. Any employee who engages in any of these actions on Town property or work sites or during work time may be referred to counseling or treatment and may be subject to disciplinary action up to and including discharge.

3. Notification of Convictions. Under the requirements of federal law, an employee who is convicted of any criminal drug statute violation occurring in the workplace must notify the Town Administrator within five days of the conviction if the employee is employed by the Town at the time of the conviction. If the convicted employee is the Town Administrator, he or she must notify the Town Board Chair.

4. Assistance. Employees who have problems with alcohol or controlled substances are encouraged to voluntarily seek counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interests of the Town and its employees. Questions regarding the Federal Drug-Free Workplace Act can be directed to the Town Administrator.

Adopted by the Town Board of the Town of Liberty Grove on May 12, 2023.

Anastasia Bell, Clerk/Treasurer