

DRUG-FREE WORKPLACE

1. GENERAL POLICY

In accordance with federal laws applying to all agencies that receive federal grants (102 Stat 4304-4308 (Title 41 Section 1701 *et seq.*)), and in accordance with state laws (30 ILCS 580), it is the policy of the Board of Trustees of The Urbana Free Library that The Urbana Free Library shall be a drug-free workplace.

The health and well-being of employees, the safe and effective operation of the library, and citizen confidence in the library cannot be maintained unless the library maintains a drug-free workplace.

2. MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION, OR USE OF CONTROLLED SUBSTANCES

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the buildings or on the grounds of The Urbana Free Library by any employee is expressly prohibited.

Attendance at work while under the influence of a controlled substance is also prohibited.

For the purpose of this policy, “buildings or grounds of The Urbana Free Library” includes all library land, structures, and parking lots, as well as City of Urbana land, structures, and parking lots associated with the library.

3. CONDITION OF EMPLOYMENT

As a condition of employment, each employee of The Urbana Free Library shall abide by this policy and shall notify the Executive Director of The Urbana Free Library of any criminal drug statute conviction for a violation occurring in the buildings or on the grounds of The Urbana Free Library no later than five days after each such conviction.

Any The Urbana Free Library employee violating this policy risks suspension and possible discharge from library employment.

4. STAFF NOTIFICATION

At the time of employment, each employee of The Urbana Free Library is given a separate copy of this policy and signs a statement that he or she has received and read the policy and is aware of his or her responsibility to adhere to it.

5. EMPLOYEE ASSISTANCE

With the aid of the City of Urbana Personnel Office, the library endeavors to assist any employee who requests help in dealing with personal use of a controlled substance. Those costs of such assistance that are not covered by the library's health benefits are the responsibility of the employee. All communications regarding substance abuse are confidential, and employees are not subject to discipline for voluntarily acknowledging their drug problems prior to detection. However, this communication does not excuse any subsequent violation of the library's drug-free workplace policy.

6. CONTRACTORS AND SUPPLIERS

All contractors and suppliers with whom the library does over \$5,000 a year in business are required to certify that they maintain drug-free workplaces.

ADOPTED OCTOBER 10, 1995