

## 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. Compliance with this policy is mandatory.

### 2. CONTROLLED SUBSTANCES AND ALCOHOL

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, agent, official, contractor, and volunteer is expressly prohibited.

For the purposes of this policy, a controlled substance is defined in the [Illinois Drug Free Workplace Act](#) (30 ILCS 580/2), including a substance that is

- not legally obtainable;
- being used in a manner different than prescribed; or
- legally obtainable, but has not been legally obtained, possessed, or used.

Unless specifically authorized, the carrying, use, or possession of alcohol is also prohibited while on Library premises or while on duty, with the exception of social events or Library-sponsored parties approved by the Executive Director.

Library employees, agents, officials, contractors, and volunteers are strictly prohibited from reporting to work or working under the influence of a controlled substance, alcoholic beverages, and/or other intoxicating substances.

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. IMPAIRMENT OF WORK PERFORMANCE

Employees who take over-the-counter or prescribed medication are responsible for being aware of any effects the medication may have on their performance of their duties. Employees should promptly communicate to their supervisor any known impairment resulting from the medication.

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The Library may consider an employee to be impaired or under the influence of a controlled substance, alcohol, or other substance that can impair work performance if the Library has an objectively reasonable good-faith belief that an employee manifests specific, articulable symptoms while working as outlined in the Library's Procedure for Employees Impaired at Work. If the Library considers an employee impaired or under the influence of a controlled substance, alcohol, or other intoxicating substance that can impair work performance, the Library may require the employee to submit to a drug and alcohol test.

### 4. DISCIPLINE

Any employee violating this Policy shall be subject to discipline up to and including termination. If the Library elects to discipline any employee on the basis that the employee is under the influence or impaired while at work, the Library also must afford the employee a reasonable opportunity to contest the basis of the determination. Employees who refuse to submit to a drug or alcohol test will be subject to disciplinary action, up to and including termination.

### 5. 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.

### 6. STAFF NOTIFICATION

At the time of employment, and upon adoption of any changes thereto, employees of The Urbana Free Library are asked to read a copy of this policy and sign a statement that they have read the policy and are aware of their responsibility to adhere to it.

### 7. EMPLOYEE ASSISTANCE

The Library endeavors to assist any employee who requests help in dealing with personal use of a controlled substance or alcohol through referral to the Library's Employee Assistance Plan or other referrals. Those costs of such assistance that are not covered by the Library's health insurance 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 or alcohol problems prior to detection. However, this communication does not excuse any subsequent violation of the Library's Drug-Free Workplace Policy.

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Adopted October 10, 1995

Revised July 13, 2021; September 10, 2024